

Overleigh St. Mary's CE Primary School

Attendance Policy September 2017

Attendance Policy Statement

At Overleigh St Mary's E Primary school we value good attendance. In fact, good attendance and punctuality are essential if children are to take full advantage of school and gain the appropriate skills to equip them for life. The attendance policy is based upon the premise of equal opportunities for all.

All staff at school will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Monitoring children's attendance is everyone's responsibility and any concerns must be raised with one of the following members of the attendance team. Reward systems are in place across the school to encourage good attendance within each class.

Role	Name	Responsibility
Attendance Co-ordinators	Miss Drew/Miss Jackson & admin team	To monitor the attendance throughout the school
First Day Absence Officer	Mrs Duggan / Mrs Whiteley	To monitor the daily attendance of all children and maintain an absence log.
Holiday Request Officer	Mrs Duggan / Mrs Whiteley	To support the Headteacher in applying the CWAC holiday request guidelines.
Sims Manager	Miss Beaumont	Ensure all pupil records are accurate and upto date
Educational Welfare Officer	Ms Wiffen	To support the school in achieving its objective to improve attendance by following the Local Authority Guidelines.

Every Child Matters Agenda

This policy addresses all the five outcomes of the ECM agenda. Good attendance and punctuality enable children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being.

Aims:

- To have a clear policy for parents and staff
- To explain the policy clearly in the Welcome Booklet
- To remind parents regularly in newsletters
- To have a consistent approach
- To inform parents if a child's punctuality or attendance is a concern
- To follow Cheshire West and Chester County Council guidelines regarding authorised and unauthorised absence

Policy and Procedure

- Parents need to inform school on the first day of absence by 9.15am. and this is recorded in a log. The reason for absence also needs to be given. If we do not have a reason for absence, we will contact the parent if appropriate. This is in line with safeguarding policies.
- Doors open at 8.50am
- Register will be taken at 9.00am.
- The cloakroom doors will be closed at 8.55am.
- If children are late (after the doors are closed) they need to enter through the main doors and register their attendance with the admin staff. This is recorded with the reason in the pupil signing in and out sheet.
- After registers have closed at 9.00am the 'L' code will be used to record late attendance.
- After 9.15am the 'U' code will be used ~ this is recorded as unauthorised absence as a significant amount of education is lost. This will be monitored.

- If absence or late arrival is causing concern or if it falls below 90%, and we are unaware of any medical reason, action will be taken. If this is the case then 'Letter 1' will be sent to the parent with the child's attendance certificate.
- After four weeks if there has been no improvement, a meeting will be arranged with the class teacher or Phase Leader. At this meeting an action plan will be completed with the parent. It might be helpful to have medical documentation to enable the school and family to work together.
- If attendance does not improve the EWO will be contacted.
- If a child needs to be withdrawn for a medical appointment or for any other reason in the school day they need to be signed out at the main office.
- Parents will receive an attendance report at February half-term and also with the child's annual summer report.
- Children with 100% attendance will be rewarded with a certificate and an annual prize giving will take place. A weekly reward system is in place for classes scoring 98% or more on their attendance and is recognised in Friday Celebration Assembly.
- Holiday requests need to be applied for in writing. We have a form available in the office
- Parents are advised of the outcome in writing if a holiday request is received.
- Parents are encouraged to take holidays during school holidays
- Holiday requests are considered by the headteacher in accordance with the CWAC policy and the DCSF guidelines.
- Guidance: 10 days is the maximum days holiday that can be authorised in an academic year although this is discretionary and is dependent on the:
 - Level of attendance
 - Stage of education
 - Learning needs of the pupil
- A Fixed penalty notice will be issued for any unauthorised absence for 5 consecutive school days (10 sessions) or more, unless there are any exceptional circumstances. *See Cheshire West and Chester document ; Code of Conduct - Education Fixed Penalty Notices Irregular Attendance August 2017*

If we have concerns relating to punctuality or attendance we will:

- Discuss this with the parent
- Write to the parent
- Seek support from EWO

- If a child has poor attendance due to medical problems the school will contact the School Health Team and have regular meetings with the parents.
- There may be special family circumstances where leave may be granted.
- The school does not supply 'homework' for children 'withdrawn' from education for a 'holiday'. We will support and advise parents if a child is absent for medical reasons.
- If attendance is below 70% holidays cannot be authorised as the authority may be taking legal action. There is a fixed penalty system that is managed by the authority. Consequences for parents taking holiday in term time which are not authorised by the school MAY result in a penalty notice requested by the school.
- The Headteacher / Admin team will monitor attendance with the support of the Education Welfare Officer.
- Staff will have effective communication with parents to enable them to follow up any unexplained absences and promote the attendance policy.

Registers

- Class teachers will retain absence notes in the register file.
- The register will be marked by the teacher at 9.00am and immediately after the lunch break.
- The office will check the absence message book and will contact parents if there are any unexplained absences.

Markings are as follows:

Am /
Pm \

L	If after registers have closed at 9.00am and before 9.15am
U	After 9.15am
N	Absent without a reason = unauthorised.
I	Illness
M	Medical/dental appointment
H	Holiday agreed
G	Unauthorised Holiday
V	Educational visit
F	Extended family holiday agreed. (Max one in each KS)

- R Religious Observation
- C Other authorised circumstances
- P Approved sporting activity
- E Excluded
- Y Enforced closure eg snow/ boiler breakdown etc.

Review Date: September 2018

Every Minute Counts

Lateness = Lost Learning	
* (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!