



Roughwood Primary School School

ATTENDANCE AND PUNCTUALITY POLICY

This policy has been developed in conjunction with DfE and LA Guidance

Reference to Parent/Carer throughout this document also includes any person who has parental responsibility or who cares for children.

Reference to school throughout this document is Herringthorpe Junior School. Herringthorpe Junior School is part of Willow Tree Academy along with Greasbrough Primary School and in collaboration with Roughwood Primary School.

Aims and Principles of Good Attendance

- ❖ The school is committed to maximising the achievement and attainment of all pupils.
- ❖ There is a clear link between good attendance, educational achievement and social inclusion.
- ❖ Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- ❖ Parents/carers have a responsibility to work together with school to encourage pupils to reach good attendance levels.
- ❖ A broad and balanced education is dependant on regular attendance at school.
- ❖ School will take appropriate action to promote and encourage good attendance.

- ❖ All pupils are expected to reach attendance of 95% in any academic year.

Statement of Expectations

What the school expects of the pupils:

- ❖ To attend regularly.
- ❖ To arrive on time, appropriately dressed and prepared for the day.
- ❖ If a student/pupil arrives late they must enter school via The Junction if it is before 9.10a.m and through reception if it is later.

What the school expects of the parents/carers:

- ❖ To fulfil their responsibility by ensuring their children attend school regularly and on time every day.
- ❖ To inform the school of any reason that may prevent their children from attending. All information can be shared in confidence.
- ❖ To ensure that they contact the school before 9.30a.m on the first day their child is unable to attend, giving a valid reason for absence and that their child returns to school as soon as they are well.
- ❖ To ensure their child arrives on time and is well prepared for the school day. This includes being in correct uniform.
- ❖ To provide school with evidence of any forthcoming appointments and, wherever possible, arrange appointments outside of the school day.

If a pupil leaves the school premises for any reason during the school day, staff will ensure that this is recorded to comply with Health & Safety Regulations.

Leave of Absence requests:

Section 7 of the Education Act states that:

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the educational opportunities available to them. Rotherham Education Welfare Service will continue to investigate cases of regular absence from school and, following appropriate casework intervention, will instigate legal action if applicable.

In line with amendments to the Education (Pupil Registration) Regulations 2006 with effect from 1st September 2013

- ❖ To ensure the continuity of all children's education, family holidays should be taken during school holiday periods.
 - **Requests for family holidays in term time will be refused. Should parents choose to take their child out of school they are required to complete a "Notice of Unauthorised Absence" form. The absence will be recorded as unauthorised and may result in a fixed penalty notice being issued.**

If a Fixed Penalty Notice is issued, the penalty is £60 per child per parent/carer when the payment is made within 21 days. After that time it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

- The Education Welfare Service will consider requests to issue Fixed Penalty Notices in respect of unauthorised holidays in term time at the Local Authority Fixed Penalty Notice Panel.
- The Fixed Penalty Notice Panel will require supporting documentation and relevant information including all correspondence with the parent as consideration needs to be given to whether there are any mitigating circumstances.

- The supportive documents required are:-
 - An attendance certificate showing the unauthorised holiday code (G)
 - An attendance certificate showing the percentage attendance for the previous academic year or 3 terms
 - Any application made by the parent(s) requesting leave of absence in term time
 - The school's response to the application for leave of absence detailing the reason(s) for refusal and all associated correspondence
 - The school's letter to the parent(s) to say they are referring the matter to the Local Authority with the intention of requesting the issue of a Fixed Penalty Notice
- Provided the referral has met all criteria EWS will issue a Fixed Penalty Notice by post

In extreme circumstances, the Head Teacher may authorise an absence from school but this will be at his/her discretion.

No parent can demand a leave of absence for the purpose of a family holiday by right.

What Parents and pupils/students can expect of the school/college

- ❖ A broad and balanced education that is dependant on regular attendance at school.
- ❖ The encouragement and promotion of good attendance.
- ❖ Efficient and accurate recordings of attendance and punctuality.
- ❖ First day contact with parents when a pupil fails to attend school. This is generally via telephone but a text may be sent if contact cannot be made by phone.
- ❖ Any barriers to attendance will be dealt with efficiently.

- ❖ Close liaison with the attendance team to assist and support families where needed.
- ❖ Notification to parents/carers of attendance through interim reports and letters home should % attendance fall below expected levels.
- ❖ When a pupil's/student's attendance falls below 95%, parents will be sent a letter to inform them of their current percentage and the impact that non attendance can have on their child's education. If there is no improvement and/or the level drops to below 90%, a further letter will be sent and will state that future absence will be recorded as unauthorised unless it is supported by medical evidence e.g. a GP appointment card. Attendance below 90% may be referred to the Education Welfare Officer.
- ❖ Where attendance is a concern, parents may be invited to attend a meeting within school where they will meet with the attendance Team, a School Governor/Senior leadership and the Education Welfare Officer. The purpose of this meeting is to find a way forward and ensure improved attendance.
- ❖ Attendance of below 90% is classed as persistent absence. The Education Welfare Service will become involved and this may result in prosecution under section 444 of the Education Act.
- ❖ When attendance is consistently good, children will be rewarded. For 100% attendance for a full term children will receive a Bronze Certificate, for 2 terms a Silver Certificate will be awarded and should a child achieve 100% attendance for the whole year they will receive a Gold Certificate and will then be placed in a draw to win a gift voucher. 100% attenders for the full year will also be invited to a cinema experience at Wingfield Academy.

Understanding Different Types of Absence

Only school can decide if absence is authorised or unauthorised, not a parent. This is why information about the cause of any absence is always required to ensure a pupil's/student's attendance is correctly categorised.

Authorised absences are mornings or afternoons away from school for an acceptable reason, for example: illness and/or medical/dental appointments which unavoidably fall in the school day, emergencies or other unavoidable reasons.

Unauthorised absences are those which the school does not consider to be reasonable and for which no "leave" has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings. This includes:

- Parents keeping children away from school unnecessarily in the view of the school.
- Truancy before or during the school day
- Absence that has not been properly explained
- Pupils/students who arrive in school too late to receive their mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time
- Absences of children whose attendance has fallen below 90%.

Whilst most pupils will be away from school because of illness, some individuals can be reluctant to attend. Any such problems with regular attendance are best resolved between the school and the family. If a parent thinks their child is reluctant to attend school then we encourage the family to work with all involved to understand the root problem. When necessary we will engage the support of other agencies such as the School Nurse and Education Welfare Service.

- Each day counts for two (am/pm) marks of attendance or absence.

ATTENDANCE PROCEDURES

Registration Procedure

- ❖ The school day begins at 8.45.m when staff in key stage 2 collect the children, who are waiting in line with their class on the playground. They are then taken into school and are expected to be sitting ready to learn by 8.50am.
- ❖ Key stage 1 children are taken into school by their parents at the same time.

- ❖ Registers are taken electronically in class by the teacher or teaching assistant before 9am and again at 1:00pm
- ❖ A mark is added for every pupil who is present. Children who are not yet in the classroom should be recorded with N. The attendance team will compile a report detailing all children marked with an N before 9.30a.m and will then proceed to investigate their absence.
- ❖ If a pupil arrives after the children have entered school but before 9.00a.m, they should enter school as normal, through the bottom corridor doors (Key stage2) and the Infant doors (Key stage 1) . If a pupil arrives after 9.00 a.m these doors will be closed and they should enter school through reception. The receptionist will record their arrival and meal choice.
- ❖ Pupils/students arriving between 9.10a.m. and 9.30a.m will receive a late mark. A red dojo for lateness will also be given.
- ❖ The morning register closes at 10.30am after which time a late arrival is recorded as an unauthorised absence. If a medical appointment has been attended, a medical absence will be recorded.

Responding to Lateness

Children who are late are asked to apologise to their Teacher when they enter the classroom. A child entering the classroom late not only misses their own learning but disturbs the learning of others.

In the case of persistent lateness, parents will be asked to attend a meeting in school to plan how we can work together to ensure good punctuality.

Punctuality is a life skill. Please work with us to help your child get the best possible start.

From time to time our Education Welfare Officer will be present in the playground at the start of the day to monitor lateness.

If your child arrives late to school a text message will be sent home to alert you.

Response to Attendance Issues

- ❖ The school will identify and monitor pupils/students whose attendance gives cause for concern. This being 95% or less.
- ❖ Returns on pupils who fall into the persistent absence category will be made to the Local Authority each half term.
- ❖ The attendance team will meet with the Education Welfare Officer once each month to discuss pupils who give concern and determine the next step.
- ❖ Appropriate strategies will be employed in order to address the attendance of individual pupils/students.