



Poulton Lancelyn Primary School

Attendance and Punctuality

Links to other Policies:

Missing Child procedures

Senior Member of Staff Responsible: Mrs B Greathead

Designated Member of Staff: Mrs T Hughes

Agency Liaison

Mr Andrew Taylor ESW

1.0 The reason for the policy

If Learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at start of both the morning and the afternoon sessions of the school day. The register will also indicate whether an absence was authorised or unauthorised.

For the purposes of this policy we will use the following definitions.

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- If the day is exclusively set aside for religious observance by the religious body to which the parent belongs.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

2:0 Principles relating to the aims and ethos of the school

- To ensure that all pupils benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with many opportunities for first-hand experience, practical work, investigation, enterprise and learning through play.
- To contribute to the life and work of the school with energy and enthusiasm
- To work with parents and the wider community to support individual children and children as one within the school.

3:0 Objectives

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

4:0 Outcomes

We wish to

- develop habits of good time keeping
- develop habits of regular attendance
- encourage children/young people and their families to value education
- ensure all members of the school community understand their role in encouraging good attendance and punctuality.

5:0 OFSTED Criteria

When deciding whether attendance is consistently low, inspectors should consider how it compares with the attendance figures for the lowest 10% of schools.

The effectiveness of the school's strategies to promote good attendance should be taken into account.

Inspectors should take into account any differences between the attendance of different groups of learners.

In addition, inspectors should evaluate the support given to any pupils absent for long-term medical reasons.

6:0 Procedures (Practical Implications of the policy)

Lateness

- Morning registration will take place at the start of school at 9am. Teachers should mark their registers at 9.00am exactly.
- Teachers will return the registers to the office by 9.20am.
- The registers will remain open until 9.30am.

Pupils arriving after the school gates have closed should sign the late book at reception providing an explanation for his/her lateness. They will be treated for statistical purposes, as present, but will be coded as late before registers close.

- The office staff will mark any child late until 9.30am.
- Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered.

- The afternoon registration will be at 1.00pm Teachers should mark their register at 1.00pm exactly.
- Teachers will return the registers to the office by 1.20pm. The registers will close at 1.30pm.

Monitoring Lateness

- An individual record that a learner is late is kept on the office SIMS system.
- Teaching Assistants on the main doors are used every day to improve punctuality.

Occasional Lateness (5 sessions in a term)

- Where a learner is developing a pattern of 'occasional' lates the parent will be contacted initially by letter. This child lateness will be monitored by the office over the next term.

If there is no improvement over the next term

- The Classteacher will contact the parents for a meeting to discuss the importance of punctuality on the child's learning.

Persistent Lateness (5 sessions in a half-term)

If this continues

- The Headteacher will contact the parent/carer for a meeting to discuss the importance of punctuality.
- Attendance and punctuality will be tracked daily for a sustained period using the attached tracking chart.
- If there is no further improvement the Headteacher will contact the parent/carer for a meeting to inform them that the ESW will be contacted.

Absence

First day Absence

- All staff will complete registers accurately for each session by taking the register at 9.00am and forwarding immediately to the office. They will draw to the Headteacher's attention any absences that are cause for concern or suspicion.
- Parents will be asked to telephone or notify the school if their child is absent or ill by phone, e-mail or by letter.
- The school office will make telephone contact with a home when a child is absent if the parents have not notified the school that their child is absent.
- TAs are available on the doors each morning to encourage punctuality and ease any issues that may lead to absence, they encourage children to be prompt and in school.

Third Day Absence

- School would make reasonable efforts to establish contact with the parent/guardian and locate the pupil. These might include using emergency telephone contact numbers, contact with sibling schools, establishing background information from teachers/staff who may know the pupil/family.
- Should the pupil be on the Child Protection register or should the school have particular concerns about the child, then the school should after three days if

they have not obtained a satisfactory response or are unable to obtain the information on the whereabouts of a pupil immediately inform the local Social Services Team and the ESW.

Ten Day's Absence (See CYPD Procedures for missing pupils)

- Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Education Social worker at the Educational Social Welfare Service. The school will include details of the action that they have taken.

Occasional Absence (Below 90%)

- Where a learner is developing a pattern of 'occasional' absences (Below 90%) the parent will be sent a letter by the office regarding the pattern of absences and a copy SIMS pupil attendance profile.

Persistent Absence (Below 80%)

- Attendance Panel will be called under the guidance of the ESW.
- Where necessary the school will work closely with the LA to take action against those unlawfully keeping learners from school following the protocol for Fixed Penalty notices for Unauthorised Absences and Exclusions

Over riding all of this for SAFEGUARDING reasons

-The school will use welfare and attendance officers to follow up absences that are suspicious or causing concern.

MONITORING AND EVALUATION

Monitoring Absences and Lateness

- The attendance officer will monitor all absences on a termly basis, issuing letters where necessary. A meeting will be held between the Headteacher and the Attendance Officer to discuss occasional and persistent absence.

-figures for overall and persistent absence, using data shown in RAISEonline, and the school's own data (**there are no RAISEonline data for children not yet of statutory school age**)

-the attendance of different groups of pupils, including those with special educational needs and/or disabilities and those from minority ethnic groups

-the proportion of pupils who are persistently absent, which is identified nationally as absence of more than 20%

-patterns of absence

-proportions of pupils with particular levels of attendance, for example below 85% or above 95%, and whether these proportions are changing.

- The overall headings are then reported to Curriculum Committee on an annual basis and this is matched to OfSTED criteria.

We also monitor

- the effectiveness of provision to enable any pupils to catch up with work missed, for example through absence, through attendance at additional programmes, or through exclusion. (Monitoring by Inclusion Leader, Mr A Tempest)
- the attendance of any pupils who attend provision off-site. (Inclusion Leader)
- Whether the percentage of pupils present in each lesson observed is broadly consistent with our attendance and absence figures. (Regular visual checks by Headteacher)
- Sudden or gradual alterations in a pupil's absence as these can indicate a safeguarding issue. (Daily monitoring checks by the Attendance Officer alerting the Headteacher of any concerns)

Evaluating

When we evaluate at our Curriculum Committee Meetings we ask

- Whether attendance has improved as a result of actions taken or whether previously high attendance has been maintained
- whether reductions in overall absence and persistent absence have been sustained

Our effectiveness is judged in terms of the reduction of both overall and persistent absence.

EVERY MINUTE COUNTS



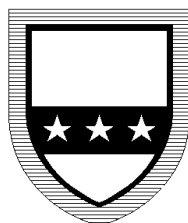
LATENESS = LOST LEARNING (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!



DANGER ZONE:

As few as 19 missed days over the school year reduces your child's chances of success.

Poulton Lancelyn Primary School



Attendance

At Poulton Lancelyn Primary School we place a great deal of importance on the issue of attendance. This leaflet seeks to reinforce the good co-operation we share with you, as parents, in respect of the existing practice at this school. Attendance figures are always very high and reflect the importance parents have placed on regular attendance both in terms of continuity of education and in recognising your legal responsibility for encouraging it.

If your child is ill.....

If children are unable to attend school because of illness please inform us as soon as possible on the first day of absence, either by letter or telephone. This will help us to establish the whereabouts of every child who should be in school. When your child returns please send in a letter to confirm the absence, the nature of the illness and identifying any special after care which may be necessary. This is important as telephone messages can be taken by many different members of staff and we now have to keep detailed records of attendance. In case of prolonged absence we would wish to liaise with you about providing work at home if appropriate.

If your child is taken ill in school....

If your child is taken ill in school we will contact you at home or at work if it is necessary for the child to be taken home or to the hospital. If we are unable to contact you we will then try the contact names, which you have provided on the data information sheet updated at the beginning of the school year. Please send a letter into school when your child returns.

If your child has a dental or medical appointment....

In the first instance **please try and make appointments outside of school hours**. If your child has to have a dental or medical appointment during school hours, please inform school in advance, preferably with a copy of their appointment card. Parents **MUST** collect their child from the school reception so that we can log the time your child left and also when the child is returned to school, we can log their return time. This is so that we can comply with fire regulations. No child will be able to leave the premises, even with your written permission during the morning or afternoon sessions unless they are accompanied. This is to ensure your child's safety.

Holidays in Term Time

From September 2013 the Government and Department for Education (DfE) instructed Headteachers that they may no longer authorise holidays during term time. Exceptional circumstances may be considered but applications must be made in writing to the Headteacher.

If children are away from school during term time they will miss important work, which other children will have completed. This can have a very disruptive effect on your child's education. Holidays in term time cannot be supplemented with additional work from school.

Other unauthorised absences...

School begins at 9.00am. Children who arrive after this time will have to come into school via the main (office) entrance as the pupils' entrances will be locked. Children who are persistently late for school, not only disrupt the continuity of their own learning but also that of others, therefore we actively discourage late arrivals. If a child is persistently late for school a letter will be sent home so that you are aware of the situation. If your child is late for school they will be marked late in the register. Children who arrive in school after 9.15am without an adequate explanation will have that session recorded as an unauthorised absence. Leave of absence will not be granted for shopping days, grotto visits, birthdays, etc.

Should we not hear from you with regard to your child's absence, we will make contact in order to check if you are aware of the situation and mark the register appropriately. If your child returns without an absence note we will send an absence enquiry form home to be completed. The DfE requires us to categorise absences as authorised or unauthorised and the registers have to indicate this.

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their potential. Wirral's Education Social Welfare Service seeks to ensure that every child and young person receives the maximum benefit from the education opportunities provided. For this reason a Fixed Penalty Notice may be issued to the parents of a pupil when excessive holidays are taken in term time.

The majority of parents always work closely with us and appreciate the importance of regular attendance. We look forward to your continued co-operation in the future.

