



## **Attendance and Punctuality Policy**

**Spring 2017**

**Review date: Spring 2018**

### **“Every child’s attendance really does matter”**

World’s End Junior School recognises the impact of good attendance on children’s progress and attainment. This policy provides guidance on a range of issues related to attendance, including registration and lateness and the awards presented in recognition of good attendance. The Senior School Secretary and the Clerical Assistant are responsible for the day to day administration of attendance, while the overall responsibility is with a nominated member of the Senior Management Team, referred to in this policy as the ‘Designated Liaison Person’ or ‘DLP’.

#### **Legal Requirements:**

Parents have a legal responsibility to ensure that their child attends school regularly. Absence can only be authorised by the Headteacher and only for exceptional circumstances e.g. illness, medical appointments, funeral, religious festivals or education at another site. It is no longer possible to authorise holidays in term time and these will be classified as unauthorised absence.

#### **Rewarding Good Attendance:**

##### **Weekly Awards Class Attendance**

A weekly attendance award is presented to the class with the best weekly attendance. The award is a trophy and an additional 20-minute activity time and an additional class prize is given to the winning class teacher to distribute. As visual display will be placed at the front of the hall for all students to see how their class ranks in comparison to the rest of the school on a weekly basis and this is announced in assembly.

Special attendance assemblies will be held throughout the academic year to promote the importance of good attendance.

##### **Individual Attendance**

Each class will have the Attendance Diamond displayed in their classroom where each child’s name will be placed to reflect their current attendance. Every Wednesday, some class time will be allocated to the administration of this.

See Appendix 1 for Attendance Diamond

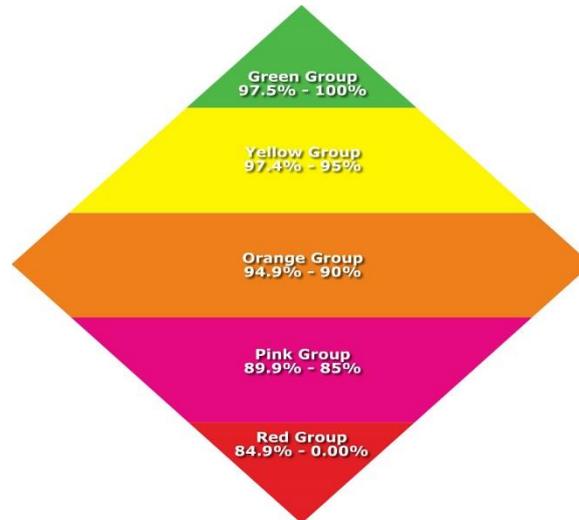
Green = Expected expectation

Yellow = Risk of Underachievement

Amber = Serious risk of underachievement

Pink = Severe risk of underachievement (PA)

Red = Extreme Risk – Further Action



The weekly attendance sessions in class ensure that all staff are supporting our school ethos that places a high value on regular attendance and good punctuality. This will create an opportunity to address any concerns that the Class Teacher may have and raise awareness of good punctuality. All personal conversations had by the teacher and student will be logged on CPOMs, the DLP and office staff will be alerted to these conversations to ensure support is given and monitoring is taking place. During the attendance sessions the teacher will have accumulated weekly attendance data for each child within their class, including individual pupil percentages where comparisons can be made. Using Diamond, the class will be able to see progress achieved and celebrate this together. House points will be awarded to pupils with improved attendance and or punctuality. Teachers/Phase leaders/Pastoral Head will closely monitor pupils whose attendance is a concern and the necessary intervention and support will be put into place.

### Termly Awards

Those children who achieved 100% attendance in a term will be given House Points and the winning house will receive a special prize at the end of the term.

Children who achieve 100% attendance in a term are rewarded with a Gold Attendance Certificate and will be entered into a raffle for a chance to win 1<sup>st</sup> prize which will be held in a special Attendance assembly at the end of each term. Children who achieve 99% attendance in a term are entered into a raffle with the chance to win 2<sup>nd</sup> prize and their name is placed on the slide show to remind them that they were very close to achieving 100% attendance. Children who achieve 98% attendance are entered into the raffle with a chance to win 3<sup>rd</sup> prize.

## **Attendance Tracker**

The Attendance Tracker will be overseen by the DLP, who will take action when it is necessary to support good attendance. Weekly figures will be administered by Senior Clerical Assistant for staff and DLP. The staff tracker will provide weekly data and Headline weekly figures will be shared with all staff.

At parents' evenings, attendance data should be shared and discussed with pupils and parents – highlighting concerns and celebrating successes.

## **Annual Awards**

Children who achieve 100% attendance in an Academic Year are invited by our Junior Leadership Team to a specially-organised celebratory party.

Those students that have 99-98% are invited to have fun on the castle for 20 minutes and parents are notified of their achievements.

## **Rewarding Punctuality**

The Passport for Learning has an expectation awards slot to recognise the importance of good punctuality. To gain their passport for learning /full passport children need to come into school before registration.

## **Taking the Register**

Registration is from 8.45am to 9.00am each morning. Any child arriving after 9.00am is categorised as "Late". Children who are late are recorded in the Late Register, which is monitored by the office. Children will be sent a 'late letter' if they have arrived late to school in a given week. This is monitored for a week to see if improvements have been made and noted on 'Headline figures', with an entrance date and exit date to show impact. If there has been no improvement for a particular family, lateness will be followed up with conversations and noted and if there has been no improvement after three weeks, the admin staff will arrange a meeting between the parents and The DSP.

Children who arrive after 9.30am are classified as "U" – after the register is closed" and have an "Unauthorised Absence", unless school has been notified in advance that they may be late for a special reason e.g. a medical or dental appointment; which is then marked as a 'M' upon evidence provided.

## **Persistent Lateness:**

This will be monitored by the admin staff, who will notify the DSP who will in turn take the appropriate action.

## **Absence notes**

Absence notes from Parents should be placed in the pocket at the front of the Class Information Register. These will be processed onto the Pupil Attendance Record by the School Admin Staff.

## **Registration and Lateness:**

The Class Attendance Register is a legal document and must be completed at the beginning of the morning and afternoon sessions.

Our School uses “SIMS” for recording children’s attendance. A paper copy of the “SIMS” register is kept in the register in case of emergency evacuation of the building e.g. fire drill or ‘SIMS’ failure.

**Reporting absence:**

The School Prospectus sets out the procedure for parents to follow in the case of a child’s absence. Absence should be reported immediately to school by the Parent or Carer. This may be by a telephone call, a written note or by personal contact, giving the reason for absence and a possible date for return. This information is passed to the Clerical Assistant for processing. First day absence, where there has been no notification is pursued by the Clerical Assistant who will send a group call message to the parent’s mobile phone, asking them to contact the school to give a reason for their child’s absence. Where it has not been possible to confirm the reason for absence on the first day, parents are required to inform school in writing on the child’s return. If no reason is received an Attendance Letter will be issued, requesting the reason for their child’s absence is given on the reply slip provided. This letter explains that if no reason is given, this will be recorded on the register with an ‘O’ code – unauthorised.

**Referrals to the Court Section of the Education Welfare Service**

The following criteria will trigger referral by the Senior Clerical Assistant to the DLP who together will refer the matter to the Education Social Worker:

- Children with more than 20 sessions authorised absence in a year (illnesses, after referral for support is given i.e. School Nurse and illness letter sent out).
- Children with more than 10 sessions unauthorised absence in a year will become part of the action group and the EWO will be notified.

The DLP will be given guidance by Senior Clerical Assistant and will consider whether to stop authorising absence for these categories unless there is medical evidence.

The DLP/Senior Clerical Assistant monitor vulnerable pupils and consider whether the family is to be referred to the Integrated Family Support Team (IFST) or to follow the legal process. Reasons for absence are checked and the ‘Early Help Process’ is considered. If there are additional concerns the DLP will discuss these at Pastoral Meetings to discuss which early help strategies and support can be offered.

The Local Authority has statutory powers to issue Penalty Notices which may lead to prosecution. Each year the school will run a ‘Spotlight on Attendance’ campaign with the support of the court section of the Education Welfare Service. If attendance does not improve after meetings with parents, the court section of the Education Welfare Service will issue Penalty Notices. In the case of fines not being paid, this may lead to prosecution. The DLP is required to support the Local Authority in preparing the cases and the Headteacher has responsibility for issuing accurate attendance certificates.

**Removing children from the register:**

Children may only be removed from the school’s roll on receipt of confirmation of enrolment from the receiving school and with authorisation from the Headteacher. No child will be removed from roll without a full investigation being carried out, guidance being given and confirmation of outcome by CME and LSNT (children Missing Education/Left School No Trace). Where possible, early intervention will take place and evidence of movement will be recorded and passed on to

the Local Authority. School Movement is monitored and recorded by the Senior School Secretary. This is then relayed to the DSL to ensure that all documents and safeguarding information is moved with transition.

### **Categories of Absence:**

Categories of absence are decided by the Local Authority. Absence is authorised when it is demonstrated that:

1. The child was absent with permission from School for special circumstances, e.g. for a medical or dental appointment or a funeral is recorded as a 'C' Code
2. The child was ill is recorded as an 'I' Code
3. The child was observing a religious festival is recorded as an 'R' Code
4. The child was being educated at another educational location is recorded as a 'B' Code
5. The child is attending an approved enrichment activity e.g. musical, sporting is recorded as a 'P' Code
6. The child is on an educational visit is recorded as a 'V' Code

Absence is not authorised for shopping, birthdays, days out or holidays in term time. These are all classified as Unauthorised Absences.

### **Authorisation of Holidays**

Whilst the Governors are sympathetic to parents who wish to take their child/children on holiday during term time, within the government's directives, we are unable to authorise such absence. Office Staff are encouraged to inform parents of this and will request that a holiday form is completed stating that the Head Teacher will not authorise any holidays however will be notified of suggestions.

### **Roles and Responsibilities**

#### **Governors**

Governors monitor the percentage of attendance and respond to the section of the Head teacher's report at full governing body meetings.

#### **Headteacher**

The Headteacher reports to the Governors the rates of attendance each term, outlining action taken to meet the school target; referrals that have been made to the court section of the Education Welfare Service children and families which have poor attendance.

#### **Designated Liaison Person**

The DLP works in liaison with the Headteacher, Deputy Headteacher, Senior School Secretary and the courts section of the Educational Welfare Service. Punctuality and absence is monitored on a weekly basis by providing Head line figures to all stakeholders and meetings with parents are arranged, when necessary, to improve the attendance of children of concern.

#### **Children**

Children are expected to achieve high rates of attendance and punctuality and are supported by all stakeholders in this expected outcome.

#### **Teachers**

It is the responsibility of teachers to register pupils. Notes about absences are collected and stored in the front of the Class Information Register. Concerns about absences are reported through CPoms alerting the DLP and Admin staff, this includes children of concern who are discussed with parents at parents' evening. Class attendance will be discussed during the weekly class sessions tutor; house points will be given according to the Attendance Tracker information and any personal conversations held will be recorded on the tracker.

### **Teaching Assistants**

Teaching Assistants support the teacher with registration/CPoms and House Points/ Attendance Awards given to pupils they are working with. They are expected to liaise with teachers to report children with attendance concerns to Senior Clerical Assistant and DLP

### **Office Team**

The nominated Senior Clerical Assistant will update the Attendance Tracker using 'Sims' data and forward the data on the tracker to class teachers to discuss with their children. She will provide information to DLP to assist with Attendance monitoring and support with the attendance rewards during the academic year. The role of the Senior Clerical Assistant is crucial in monitoring attendance and punctuality and passing concerns to the DSP.

### **Equal Opportunities**

This policy and guidelines promotes the practice of inclusion for all.