




# ATTENDANCE POLICY

Date this policy was formally reviewed and agreed by the Governing Body of Kelvin Grove Primary School:	15.9.17
Signed on behalf of the Governing Body by:	Mr Ian Mearns MP Chair of Governors
Signature:	
Date:	15.9.17 Attendance aim amended to 100%
Details and dates of minor amendments:	15.9.17
Date next full review is due:	AUTUMN 2019

**Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, parents and visitors to share this commitment.**



## **Rationale**

At Kelvin Grove we recognise the importance of good attendance. This has an effect on pupil achievement, and social implications, setting patterns for lifelong habits.

As Charlie Taylor, Government Advisor for Behaviour and Attendance stated: “(Schools) are often not thorough enough at analysing their data, spotting patterns of absence and dealing with them swiftly. If children are taken away for a two week holiday every year and have an average number of days off for sickness and appointments, then by the time they leave at sixteen they will have missed a year of school.” (2012)

Improving pupil attendance depends on effective collaboration between the school, parents/carers, Local Authority and the wider community. We expect parents to support us by ensuring their children attend school regularly. We expect 100% attendance. If attendance falls below acceptable levels (i.e. 95% or less) then children will begin the Attendance Pathway.

## **The Legal Context**

Parents/carers have the legal responsibility to ensure that their children attend school regularly and punctually.

Schools must refer attendance cases to the LA where a child has been regularly absent. The LA will make enquiries prior to making the decision on whether or not to prosecute the parent under Section 444 of the Education Act 1996 for failing to secure their child's regular attendance at school or an alternative provision. There are two separate offences:

- a. Section 444(1) where a parent fails to secure his/her child's regular attendance; and
- b. Section 444(1A) where the parent knowingly fails to cause his/her child to attend school regularly. This latter offence is an aggravated offence and if found guilty can lead to a maximum fine of £2,500 or up to three months prison by the court.

## **Aims**

- To encourage all pupils to attend school – to have an attendance rate of 100%
- To identify and implement effective strategies to improve attendance.
- To promote the early identification of school attendance problems.
- To ensure that individual children who fail to attend school are assessed and appropriate support plans to improve attendance are implemented.
- To ensure that children are referred to appropriate agencies as necessary to address attendance problems.



## **Procedures**

In school there is an Attendance team, which consists of the Dep Head Teacher (DHT), Family Support Worker (FSW) and administration assistant.

Attendance data is tracked by the attendance team on a fortnightly basis, and children whose attendance is of concern are identified.

Data is analysed every half term for patterns and trends

Class attendance is monitored on a weekly basis.

Parents/carers are informed of their child's attendance percentage termly through end of term reports and annual end of year reports.

### First day response.

All parents must ring school if their child is unable to attend school.

1. If a parent has not contacted the school by 10.00a.m the school will contact them.
2. A phone call will be made to the parent requesting the reason for the absence.
3. If there is no answer, a message will be left and phone calls will be made each following session until parent/carer is spoken to directly.
4. This will be repeated for every session of absence.
5. All contact will be recorded in the attendance file/SIMs.
6. If no contact can be made with a parent/carer after 2 days a home visit will be made.

### Holidays in term time

Holidays should be taken during school holidays, parents no longer have the right to have ten days holiday absence.

1. All holidays will be recorded as unauthorised unless there are exceptional circumstances.
2. Parents must submit a form requesting leave of absence during term time at least 2 weeks prior to the date of the start of the requested absence, which will be considered by the Head Teacher. Parents will be informed of the decision if leave is to be authorised / unauthorised within 5 working days of the Head Teacher receiving the form.
3. If a request is unauthorised, parents will be reminded that any holidays will result in an automatic referral to the Local Authority.
4. A follow up letter will be sent.
5. If unauthorised holidays are taken, parents will be referred to the Local Authority.
6. A Penalty Notice may be issued by the Local Authority. The Penalty Notice is £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.



## Attendance under 95%

(See appendix 1)

1. If a child is not attending school regularly (where attendance falls below 95%), parents are sent a letter notifying them that their child's attendance is a matter for concern and that it is being closely monitored. Parents are offered support for issues of attendance from the family support worker and /or DHT. Parents are also requested to provide medical evidence for any further absences.
2. If there is no improvement in attendance after 2 weeks from the initial letter, parents will be expected to attend the school's attendance panel which will consist of the Head Teacher and/or DHT and linked governor.
3. If attendance still does not improve, or parents will not attend a panel, a referral will be made to the LIT which may result in formal non-attendance procedures being implemented. This may include the issuing of a penalty notice or prosecution.

## Continued monitoring

Once a child has joined the attendance pathway, their attendance will be monitored fortnightly.

1. If there is full attendance for a 4 week period, an improvement letter will be sent to parents.
2. Those children where attendance is still a concern will be
  - a. Invited to Governors' panel, if they have not previously attended, or
  - b. Referred to the LIT if they have already attended a Governors' panel.

## Punctuality

See punctuality policy.

## Leave of absence

Leave Of Absence during term time will not be granted unless there are exceptional circumstances. If leave of absence is granted during term time, it is entirely at the Head Teacher's discretion and it is **not a parental right**. Whether leave of absence is granted will depend upon the nature of the event, frequency, amount of advance notice given and a child's overall attendance pattern.

## Awards



There are awards for attendance to raise the profile and provide motivation. These awards are given to individuals and classes for weekly, half termly and termly attendance. (See appendix 3)

### **Conclusion**

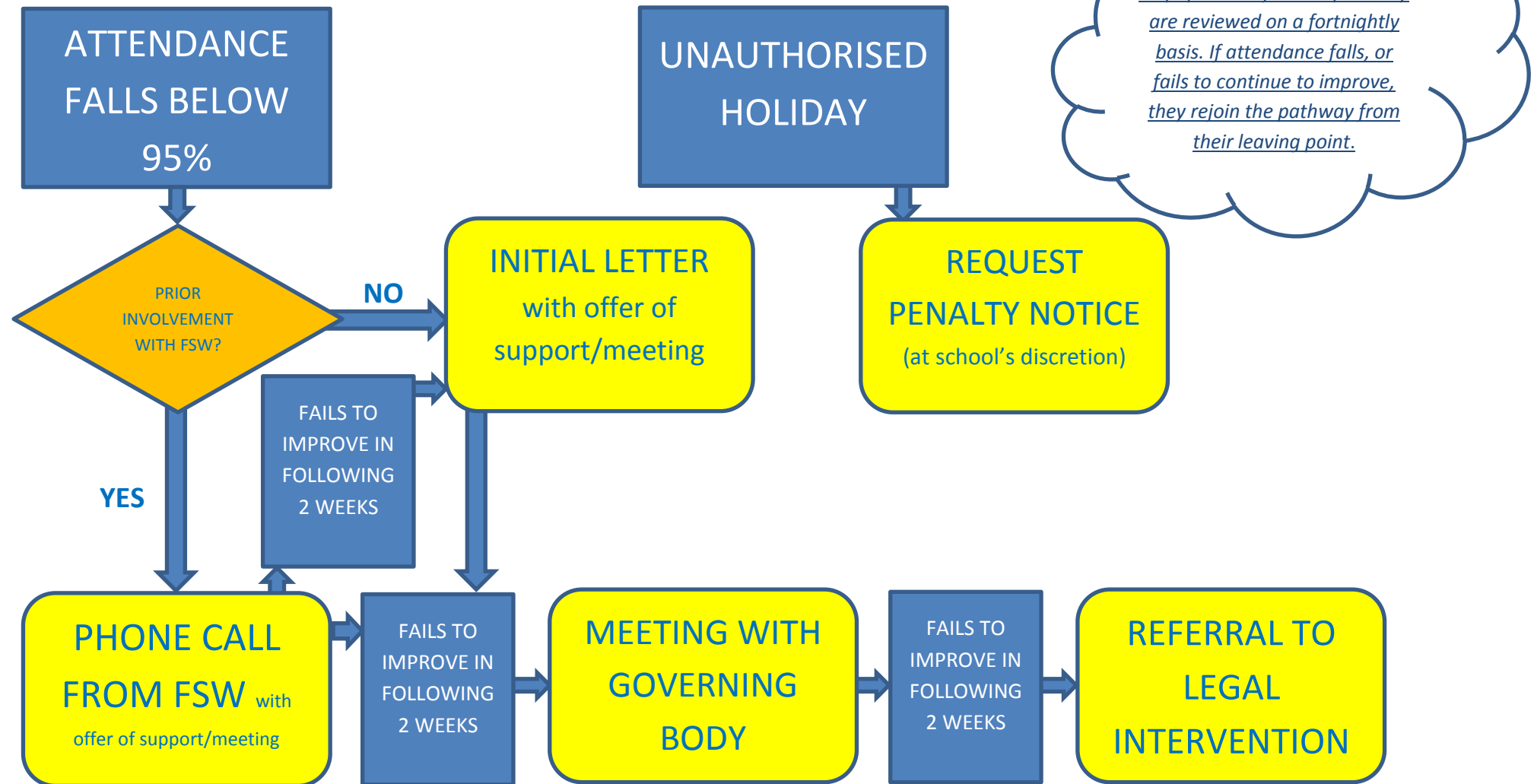
Attendance will have high priority and high profile within the school. This policy will be reviewed yearly and will reflect current practice in the school.

### **APPENDICES:**

1. Staged response flow chart
2. Attendance pathway
3. Attendance awards
4. Attendance record spreadsheet

**Appendix 1**

**ATTENDANCE – STAGED RESPONSE**



## **Appendix 2**

### **Attendance Pathway**

#### **Chris Ytreoy Routines**

1. 1st response phone calls
  - a. Any children absent from school – parents phoned to ascertain why.
  - b. If no answer, leave a message and phone following session until spoken to directly.
  - c. Record reason given or if no response
2. If no contact made with parent after 2 days – home visit.
3. Holidays within term time
  - a. Email DHT and FSW for referral
  - b. Record in spreadsheet
4. Children falling below 95% (alerts automated through SIMs)
  - a. Refer to FSW
    - i. If prior involvement with FSW
      1. hand over and record in spreadsheet
    - ii. If no involvement with FSW
      1. Send out initial letter
      2. Record in spreadsheet (name, date joined the pathway, attendance at this time)
      3. Mark date for 2 week review
5. When referred to attendance panel
  - a. Record date of panel in spreadsheet
  - b. Add 2 week review date
6. Monitoring of spreadsheet
  - a. When 2 weekly periods ending
    - i. Run report for new attendance
    - ii. If improved/no absences in 2 weeks
      1. send out improved attendance letter
      2. Amend spreadsheet (enter leave pathway date, add details to the 'chn left pathway' page)
    - iii. If not improved
      1. Add current attendance to the spreadsheet
      2. refer to DHT



## **Appendix 3**

### **Awards for Attendance**

#### Weekly

- Every week the class with the highest attendance will receive an extra 10 minutes play time to use or 'bank' - ONLY FOR ATTENDANCE OVER 95%
- If a class has 100% attendance in a week– 20 minute class social on a Friday.

#### Half termly

- All children who reach 100% attendance for a half term receive a badge – “I’m on my way!”

#### Termly

- All children who reach 100% attendance for a full term receive a special badge and a 'treat' (to be decided)

#### Annually

- All children who reach 100% attendance for the full year receive a special prize AND gain entry to a big prize raffle!



**Appendix 4**

**ATTENDANCE RECORD SPREADSHEET**

**See form reference FRM034**