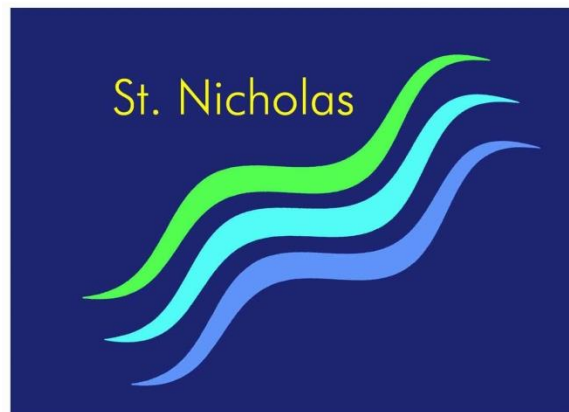


Attendance Policy

St Nicholas CE Primary School



Approved by:	St Nicholas CE Primary school Governing Body	Date: January 2018
Last reviewed on:	January 2018	
Next review due by:	January 2020	

The expectation is that pupil's attendance is 100% unless prevented from attending due to illness or any unavoidable cause.

1. Rationale

St Nicholas C of E Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. We feel the whole school community takes responsibility for attendance.

2. Aims

- To raise attendance
- Improve punctuality
- To raise level of achievement
- Maximise opportunities both in school and in later life.

3. Registers

These will be marked at 8.45am and 1.05pm by KS 1 class teachers and 1.20 by KS 2. Class teachers must use the codes that are provided by the DFE. Registers are taken electronically. This is very important in case of an emergency. Administration staff put on to the electronic registers reasons for absence for children whose parents have telephoned or texted school that morning. Teachers must also ask the children for absence notes and check the Home School Book, any reasons given must be passed onto the admin team. The registers are monitored in the office. First day of absence checks are made if no message is received, this is done by 9.15am. If we are unable to make contact with the parent other means of contact will be attempted.

4. Guidelines

4.1 Reasons for absence

Parents/carers are required to contact the school office by phone, text or in person if their child needs to be absent from school. A valid reason must be given for the absence. It remains at the discretion of the headteacher whether or not to authorize any absence whether due to illness or not.

4.2 Authorised absences include:

Sickness, hospital appointments, dentist, religious holidays, clinic and funerals are authorised absences. Medical appointments should be arranged if possible outside the school day. Where this is not possible it is expected that pupils only miss part of the day.

4.3 Unauthorised absences may include as an example:

Includes not informing the school of a reason for absence, giving illness as a reason for absence when a child is actually elsewhere, shopping, going to the appointment of a sibling, visiting relatives, buying shoes, going for a haircut, parent/s unwell, attending football matches etc.

4.4 Holidays

The school supports the view that every lesson counts and will not authorize any parent taking their child on holiday in term time. School holiday dates are sent to parents every academic year. These are also available on B&NES website and in the information racks in the entrance to school. The school, along with twenty three schools in the Norton Radstock area, has adopted a standard practice of not authorising holiday in term time. All holiday requests must be made in writing to the head, prior to the holiday being booked or taken. Any holiday that has not been authorised by the head will be classed as an unauthorised absence. If you decide to take your child on holiday when this has been unauthorized you are at risk of a penalty fine in accordance with BANES Penalty Notice Code of Conduct.

5. Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the office will contact the parent carer on the first morning either by a phone call in the first instance and then by any means including text and email. If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school in the form of a phone call.

If the child continues to be absent then details will be passed to the Head who will either write to the parent/ carer or consider a referral to the Children Missing Education Officer (CMEO) or the school nurse. Whenever the school is unable to contact a parent or carer because of inaccurate/ outdated contact details designated attendance staff will attempt to contact the parents. If this is not possible a letter will be written. If we are still unable to make contact the parent/ carer will be invited into school to meet the head to discuss the situation.

If an absence is unexplained the school will phone parents for an explanation. If no reason is forthcoming either a letter will be written or the Headteacher will ask the parents directly. Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences will trigger a meeting with the attendance lead. Where children have persistent attendance problems the head teacher will invite parents/ carers into school to a formal meeting and possible referral to the CMEO.

6. Lateness

School starts at 8:45 am. At this time pod doors are closed and the register is taken. Lateness is classed as any child coming into school between 8.50 am and 9:05am. All children arriving after 8.50 am must report to Reception with their parents who must sign them into the late book. After 9:05am it is classed as an unauthorised absence. Lateness is monitored monthly. Where children have persistent lateness problems designated attendance staff will invite the parents into school to a formal meeting.

7. Monitoring and Evaluation of attendance

Throughout the year parents will be kept informed of school expectations and procedures through letters and newsletters. The school uses a range of strategies to encourage good attendance including punctuality week and certificates. The school uses its designated attendance staff and Family Intervention Manager to monitor cases of lateness and attendance.

7.1 Procedures

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all children who arrive late.
- Registers are checked and a log is kept of all children daily for whom no notification for absence has been received
- The office keeps a log of text and phone calls made to parents.

7.2 Lateness and attendance figures scrutinised on a monthly basis

Any attendance under 95% is regarded by St Nicholas CE Primary School as Poor Attendance.

- A letter will be sent to parents termly when a child's absence drops below 95%, attendance will then be monitored until it returns above 95%. The parents of any child whose attendance does not improve will be expected to meet with the designated attendance staff. Any child whose attendance remains consistently under 90% with unauthorized absences will be monitored, after two letters and a meeting the parents will be referred to the CMEO for fining and/or further action
- Records examined remotely by the CMEO. The CMEO will contact the Headteacher /and/ or parents to monitor absences.
- Children with attendance under 95% will have their reasons for absence monitored.
- After four episodes of lateness in a month one of the designated attendance staff will speak directly to parents/carers. If the situation does not improve the parents will be invited to a formal meeting. If following this there is no improvement a referral will be made to CMEO for the appropriate fining.
- Attendance figures to be analysed termly by class, year group and whole school. These figures are reported to the Governing body.

8. Review

This policy will be reviewed on a biannual basis, and up-dated where appropriate.

Date when policy was last reviewed: April 2018

Date when next review is due: April 2020

Signed: