

ATTENDANCE POLICY

Last reviewed: September 2015
Date for next review: September 2018



Ashton Hayes Primary School

Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



Cheshire West
and Chester




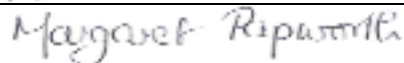
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Ashton Hayes Primary School
SCHOOL ATTENDANCE POLICY

INTRODUCTION

- This policy was developed through a process of consultation with the relevant professionals: Education Welfare Service and Head teachers of the Education Improvement Partnership.
- It was approved by applicable staff on September 2015
- It will be reviewed annually/when changes are deemed necessary

Name	Role	Responsibility
Matthew Hover	Headteacher	To monitor the attendance throughout the school
Diane Stubbs / Lyndsey Taylor	Bursar / Office Administrator	To monitor the attendance situation of individual children or young people
Matthew Hover	Headteacher	To raise the level of attendance of those children or young people identified as being at risk/persistent absentees
Matthew Hover / Vanessa Cuthbert	Headteacher / Safeguarding Deputy Lead	The welfare of children or young people in school
Margaret Papworth	Chair of Governors	To keep a check on the general situation
Lizzie Wiffen	EWO	To support the school in achieving its objectives by following the Local Authority Guidelines

Headteacher	Matthew Hover	
Chair of Governors	Margaret Papworth	

Attendance Policy Statement:

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s)/carer(s), local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To improve the quality of school life
- To create a culture in which good attendance is 'normality'
- To demonstrate to pupils, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive

Objectives:

- To involve the children or young people more in their school attendance
- To improve communication with parent(s)/carer(s) about regular school attendance
- All school staff to continue to take responsibility for children or young people's attendance
- To recognise the important role of class teachers and/or learning mentors in promoting and monitoring good attendance
- To ensure time and organisation within the school to enable the AIMS and OBJECTIVES to be met
- Effective working relationship with Education Welfare Service, and the reporting of half-termly figures to the service

Targets:

- To have an effective means of collecting and monitoring attendance information
- To discuss the setting of targets for the school with the Education Welfare Officer and the School Improvement Partner
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO
- To agree specific targets for individuals, groups, years and the whole school in a context of all known relevant factors and record these where appropriate
- To target resources in order to improve attendance and implement strategies where most appropriate and to undertake this within a reasonable time frame
- To keep parent(s)/carer(s), pupils and governors, the Education Improvement Partnership and the Local Authority informed of policy and practice
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Looked After Children or young people.

Consultation Process:

1. School Staff/Governors/EIP members

The staff named above will review this policy and make any changes, which are deemed supportive of the aims of the policy.

Parent(s)/carer(s) will be advised of our policy on attendance:

- When their children first start at our school
- Home school contracts
- Through newsletters
- At parent(s)/carer(s) evenings

Children or young people will be advised of our policy on attendance:

- In assemblies
- In the classroom
- During appropriate areas of the curriculum

Time schedule for implementation:

- It will be reviewed annually (latest review September 2015)

Procedure:

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
 - - Authorised (where the school approves pupil absence)
 - - Unauthorised (where the school will not approve absence)
- It is expected that parent(s) or carers will provide an explanation if the child or young person is absent on every day the absence occurs, at the start of the school day.

- If contact, explaining the child or young person's absence, fails to be made by parent(s) or carers, then the school will attempt to contact the home.
 - The headteacher will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality.

Identification & Referral

- Identification is made by the class teacher and /or office administrator (cause for concern)
- Concerns are passed to the headteacher which will be relayed to the parent(s)/carer(s) by letter
- Following this letter, there will be monitoring of the child or young person's attendance
- If there is no improvement, at this point, attendance letter 2 may be sent and parent(s)/carer(s) can be invited in for a meeting where an action plan will be drawn up
- If there is no improvement the matter will be referred to the Education Welfare Service
- Reinforce parental duty to ensure full school attendance and offer support by providing links to other agencies as appropriate
- A referral to the Education Welfare Service will consist of the referral form, copies of all correspondence to parent(s)/carer(s) and a print out of the child or young person's attendance certificate.

Completing the Register

- Registers provide the twice daily record of the attendance of all pupils; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school
- The register should be marked using the codes advised by DCSF and Cheshire West and Chester Council
- For schools with computerised registers the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998
- Electronic registers have to be printed out once a month and kept in the same way as manual registers. **These are legal documents.**

Lateness

Pupils who are late are disrupting not only their own education but also that of others.

Registration: this is taken at 8.45am and 1.05pm. In line with the Local Authority policy, children who are late before the register closes at 9.10am, will receive a late mark for the session. Children arriving after 9.10am will not receive their mark for the session. **Thirty minutes after the close of registration a late mark becomes an unauthorised absence.**

Pupils returned to school by Truancy Patrols

The school will have in place a procedure for pupils who are returned or stopped by a truancy patrol.

Family Holidays during term time

Parent(s)/carer(s) do not have the right to take their child or young person out of school for a holiday. In exceptional circumstances only the school may choose to grant leave of absence of up to 10 days in any school year. In extreme exceptional circumstances it may be necessary for a longer planned absence. However, all such cases should be discussed with the headteacher.

A child or young person who is absent longer than 5 days after an agreed return date, can legally be removed from the school roll and may be liable to prosecution.

A child or young person who is absent longer than 20 days after the agreed return date can legally be removed from the school roll and will no longer have a place at this school.

All proposed absences (holidays etc) should be requested on the holiday form (agreed with the EIP).

If you choose to take your child out of school for 5 days or more without the approval of the headteacher you may be issued with a Fixed Penalty.

What can parent(s)/carer(s) do to help?

- Let the school know as soon as possible why your child or young person is absent
- Reinforce to your child the importance of attending school
- Do not allow your child to have time off school unless it is really necessary
- Be punctual

First day of absence: the school will contact any parents who have not rung the school to report their child's absence by 9.15am on the first day of absence. Parents are asked to report to the school when they expect their child to be back in school. If a child is not back in school when expected, the school will contact the parent again.

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple
- Talk to the head teacher and staff at the school
- Talk to the Education Welfare Service

You may contact the Education Welfare Officer, who will work with you and the school to resolve the situation.

The school aims to have ALL children or young people attending regularly and punctually and parent(s)/carer(s) need to know that should their child fail to attend in this way then the matter will be referred to the Education Welfare Service.

Parent(s)/carer(s) need to be aware that Cheshire West and Cheshire Schools are operating the Fast Track Prosecution System in co-operation with the Education Welfare Service.

In developing this Attendance Policy we have taken into account the fact that Cheshire is an ethnically diverse community. The school has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority in the School Development Plan. This aims to improve

the attainment of minority pupils across the County. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for on-going communication with parent(s)/carer(s) and pupils regarding this policy, particularly those new to the school.

Exceptional Circumstances for absence from school

The following are all at the headteacher's discretion:

- Services leave
- Family Respite
- Family crisis (Looked After Child, Adoption, Bereavement, Severe medical needs)
- Return to homeland (Long distance visit to family members)
- Religious Events
- Examinations or approved sporting activity
- Family events at the discretion of the headteacher
- Urgent medical appointments (routine appointments should be made outside of school hours)

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