



Edgewood Primary School

Building skills and values for life

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Attendance Policy

September 2015

Aims

For all children to attend school as often as possible (97% or better).

For the average attendance to be above 97%.

Everyone in school has a responsibility to improve or maintain excellent attendance and adults in school should model these expectations as well as encouraging them (i.e. by not being late to class or to pick up the children from the playground).

Daily Actions

School starts at 9:00am (school doors open from 8:50am).

Registration is done online on SIMS as soon as possible after 9am.

School doors close as soon as possible after 9:05am. Any child arriving late needs to be brought to the school office so that they can be signed into the late register and the reason for their late arrival recorded. They also need to let the office know what they are doing for lunch.

Any child arriving in class after 9:05am should be given a late mark (L) in the register.

Any child arriving after 9:30am should be given a U mark denoting an unauthorised absence.

The school bell sounds at 8:50am, 9:00am, 9:05am and 9:30 so all staff can be consistent in applying register codes and opening and closing doors. It is an expectation that all staff open their doors consistently at those times and are prompt in collecting and dismissing children.

If a child is absent, school should be informed as soon as possible so that the reason for their absence is known and can be recorded in the register correctly. If you are able to, you should give an expected date of return to school, otherwise please inform us each day of their continued absence.

If we do not hear why a child is absent by 9:30am, the school office will begin to make calls or send text messages to find the reason for your child's absence. It is vital we know that your child is safe with you or an appropriate carer and not in a situation that may endanger them as well as the reason for the absence.

If the class teacher is told directly they must put the correct code in the online register. The class teacher is responsible for the correct administration of the register and must put the correct code in wherever possible. Failure to complete the register correctly may result in disciplinary action.

During the phone conversation we may ask if there is any support or help we can provide to help your child attend school or any difficulties we should be aware of in the interests of your child's safety and attendance at school. If we feel it is appropriate, we have an obligation to suggest when a child should really be at school



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rather than keeping them off school. The school does not have to accept reasons given for absence and may ask for proof of doctors or other appointments. Even when provided with a reason or evidence we may record absence as unauthorised if we believe it to be the correct course of action.

For the afternoon sessions all these actions are done after 12:30pm for F1, 1:00pm for F2 and KS1 and 1:30pm for KS2 with the same time gaps.

At all times we will act in a fair and consistent manner, adhering to the principles within Nottinghamshire's Code of Conduct and their Attendance Toolkit.

Weekly actions

Every week attendance is totalled and the best class are presented with the dolphin. If a class has a child with very significantly poor attendance that child is excluded from the weekly totals so as not to discourage the rest of the class from competing for the dolphin.

Half termly actions

Twice each half term pupils whose attendance or punctuality is causing concern are identified and the parents contacted and sent letters (see below).

If appropriate, children with low attendance will take part in a group with the learning mentor to explore their issues around school and how they can improve their attendance.

Other actions

Children with attendance below 95% will be highlighted by staff at parents evenings (from a list given by the office). Staff are not meant to talk in detail about attendance but should point out the impact this will have on the child's progress. If the parent wishes to discuss attendance further at parents evenings they should come and talk to the headteacher if available or make an appointment to meet with him as soon as practical.

Positive rewards

Each week every class's attendance is calculated and displayed in school on our attendance display. The class with the best attendance that week is given Dana the Dolphin as a prize that they keep and display in their class in a prominent place. Teachers should encourage their class to win the award each week and can use the school's positive behaviour rewards to help with this where appropriate.

The two classes with the best attendance over each term win a free play session in the pool. This will take place on an afternoon as soon as possible at the end of each half term.

Every week, every child with 100% attendance that week will have a ticket placed in the class raffle bag. Each half term, the office staff member with lead on attendance and/or the headteacher will draw two tickets from each class's raffle bag and those two children will each receive a small prize. This allows every child, even those with poor attendance, to get at least 1 week with 100% attendance and give them a chance to win something for coming to school every day for a week.

At the end of each year every child with 97% or better attendance will be offered the opportunity to go on a reward trip to thank them for their good attendance. This will be something along the lines of an afternoon bowling and will be paid for by the school.

At the end of each year, every child with 100% attendance that year will also receive a certificate and a book voucher.

All the above rewards should not penalise children with regular medical appointments and, as such, any absences recorded as 'M' will not count against rewards. However this does not mean dentist appointments and other appointments that could have been made out of school hours will be encouraged and parents should make every effort to make those appointments at other times.

Actions taken when attendance/punctuality is causing concern

Attendance is beginning to cause a concern when a child is absent for a number of sessions that would lead to attendance below 95% (National average), has an identifiable pattern of absence (e.g. most Fridays) or changes suddenly without explanation. For the Autumn Term we calculate how many sessions a child would have to miss in the entire term to end with 95% (7 sessions, 3.5 days) so that a very short absence at the start of the year doesn't automatically trigger absence procedures. For the rest of the year we use percentage absence to set the threshold and send letters out as appropriate.

At this point a letter (Letter A) and a copy of the detailed attendance record will be sent home to parents to inform them of their child's attendance and how this may impact upon their learning. This letter also informs them that we will no longer be authorising any absence without appropriate evidence (appointment cards, prescriptions etc.).

We will then start monitoring their attendance and, if attendance is more than 6 unauthorised sessions absence (3 days) within a rolling 6 week period we will issue a warning letter (Letter B). This warning letter will also ask the parents / carers to come into school and meet with the head teacher to discuss their child's absence and if the school can help with improving attendance in any way.

If the parents do not reply to the warning letter (Letter B) then a further letter (Letter C) will be sent saying that a lack of engagement will leave the school with no option but to refer to Targeted Support unless they contact the school as soon as possible after receipt of the letter.

If there is no contact after the further letter (Letter C), then a final letter (Letter D) will be sent explaining that if the parents have not made contact and attended a meeting within 1 week of the date of the letter, a referral will be sent to Targeted Support.

If, at any time, there are wider concerns about the child's welfare then safeguarding procedures should be started immediately in line with our child protection policy.

Fixed penalty notices

After issuing the warning letter, if attendance does not improve, the school will issue a fixed penalty notice. The first monitoring period will be 12 weeks after the issue of the warning letter. A fixed penalty notice will be issued as soon as 2 further days (5 in total or 10 sessions) of unauthorised absence are recorded in a continuous 6 week period. After the 12 week initial monitoring period this will be reviewed for the rest of the academic year.

The school follows the "Nottinghamshire Local Code of Conduct for penalty notices issued in respect of truancy and excluded pupils" and this is Appendix F attached to this policy.

Home visits

It is the policy of Edgewood Primary School that staff only make home visits as a short term intervention, not a long term solution to a parents inability to get their children to school. Home visits must never be undertaken alone.

If parents do not attend the meetings detailed in Letters B, C and D above then referrals will be made to Targeted Support requesting support with the family without parental consent.

Recording

All meetings will have notes taken, signed and dated. Any contact with the parents regarding this matter will be noted, signed and dated, along with copies of letters sent to the family. All these will be retained in the

child's record. If Targeted Support become involved the child will have a child protection folder kept in accordance with the school's child protection policy and the attendance documentation will be kept in there.

Appendices

Letters A-D

Appendix F - Nottinghamshire Local Code of Conduct for penalty notices issued in respect of truancy and excluded pupils,