

# **Gladstone Primary School**

## **Attendance Policy**

*This policy applies to all pupils at Gladstone Primary School from EYFS to Y6 (Including Nurture Provision)*



Chair of Governors: Mrs Christine Bartley

Headteacher: Mrs Elaine Preston

Policy Update: January 2014

*Policy update: March 2016*

Gladstone Primary School is committed to raising the achievement of all pupils. One of the ways we do this is by promoting good attendance and punctuality.

We expect our pupils to attend regularly so that they benefit fully from all the opportunities we provide for their education, progress and achievement.

### **Parental Responsibility**

Under section 444 of the Education Act of 1996 parents, or those who have parental responsibility for children of compulsive school age, are required that their children receive an efficient full time education. Children are required to attend and to stay at school.

This responsibility also extends to ensuring that the children arrive at school on time, suitably dressed and in a fit condition to learn.

It is also the parent's responsibility to inform school of the reasons for their child's non-attendance as soon as possible, preferably on the first day of absence. For safeguarding reasons the office will text parents if their child is not in school. This also acts as a reminder to let school know the reasons for absence.

### **Procedures for Reporting Absence**

By telephone – school number is available on the web site.

By letter.

In person.

By showing an appointment card or letter.

By filling in a holiday notification form (in advance).

By informing staff.

### **Authorised Absence**

The Headteacher has the ultimate responsibility for authorising absence in term time and will do so when a valid reason is given for the child's absence.

### **Unauthorised Absence**

An unauthorised absence will be given when a child does not attend school and a valid reason is not given for this absence.

### **Medical and Dental appointments**

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays. If this is not possible then authorisation will be given where confirmation of the appointment is received via one of the methods already listed. Children are expected to attend school prior to the appointment and parents are expected to return their children to school following the appointment whenever possible.

## **Procedure for Taking a Child out of School During the School Day**

The exit from the school during school hours is only through the Main Entrance (Tideswell Road). The office staff will be informed and this will be recorded in a book with the reason, time and whether the child is returning to school. The Parent/Carer will be asked to sign the child out in a register, when they return they will be asked to sign them back in.

### **Bereavement**

The school is sensitive to family requests for a child's attendance at funerals or associated events. The Headteacher will be informed and support and advice will be offered by the Home School Link Worker.

### **Days of Religious Observance**

Attendance at a religious observance held by a religious body will be granted as an authorised absence. The Headteacher should be consulted in advance of the event.

### **Authorising Leave of Absence in Term Time**

Headteachers are no longer allowed to authorise leave of absence in term time only in exceptional circumstances. Parents/Carers are made aware that such occasions are rare.

### **Persistent Absenteeism**

Children whose attendance falls below 90% are now classed as Persistent Absentees. The Headteacher, with the support of the Educational Welfare Officer, and Clerical Assistant, Home School Link Worker will monitor the attendance of these children. Parents are made aware of this by letter and this is followed up by the Education Welfare Officers, Home School Link Worker and Headteacher as appropriate.

### **Lateness**

Children are expected to arrive punctually for the start of the school day between 8.45 and 8.55 a.m. Registration is between 8.55 and 9.00 a.m. and children arriving after 9.00 a.m. must report to the school office where they will be registered via the late book, they will also receive a late mark in their class register. Children arriving after 9.25, without an adequate explanation from their parents, will be given an unauthorised absence for the session. This is marked in the register as @. Lateness is monitored very closely by the Headteacher, who checks the late book regularly. Any children who are late on 3 consecutive occasions receive a letter. Our Home School Workers monitor the gates every day and speak with parents who bring their children to school late. Our Educational Welfare Officer also speaks to parents who bring their children in late. This includes completing a 'late gate' to remind parents of the importance of bringing their children to school on time.

## **School Procedures**

In managing the attendance and punctuality of its pupils the school will:

- 1) Keep appropriate attendance records: Registers are taken at the beginning of each a.m. and p.m. session. Marks are regularly entered on to the computerised register on the office computer. Accurate information on attendance is available to designated employees and data gathered will be used to inform the appropriate Governing Body of attendance and punctuality trends. This information will enable Governors and senior staff to effectively target attendance and punctuality as necessary.
- 2) Monitor patterns of attendance: The Clerical Assistant, Education Welfare Officer and Home School Link Worker, will regularly review registers in order to work with families whose patterns of attendance or punctuality are unsatisfactory. This is acted upon in a variety of ways. The Headteacher will be informed of any concerns.
- 3) Involve the Education Welfare Officer: The Clerical Assistant and Home School Link worker, through regular meetings with the Education Welfare Officer, discuss issues surrounding attendance and punctuality. If there is cause for concern the following procedures will be followed.
  - a) A letter from the Headteacher may be sent home raising the concerns by either the school or the Education Welfare Service as is most appropriate.
  - b) The Education Welfare Officer and Home School Link Worker will visit parents/carers to discuss the schools concerns.
  - c) Parents are invited into school to talk to the Headteacher if appropriate and the Education Welfare Officer informed. If informal intervention is unsuccessful then an official referral to the Education Welfare Officer will be made by the school. The Education Welfare Officer will regularly discuss on going cases.
- 4) All parents will be informed, via the annual report, of their child's overall attendance and their attendance compared to the average of the school.

## **Encouraging Attendance**

There are a variety of reward schemes to encourage and promote good attendance and punctuality:

- Weekly attendance award for the class with the best attendance in each phase
- FS / KS 1 Fun session at the Play Barn or KS2 Dimensions swimming visit for 100% attendance
- Prize Day Book prizes for 100% attendance for all Key Stages & certificates
- Individual attendance prizes for 100% attendance each term