



Marston Montgomery Primary School

Attendance Policy

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Marston Montgomery Primary School

Policy approved – January 2015

Chair of Governors (Signature): Doreen Hall

Policy approved –

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Marston Montgomery Primary School **Attendance Policy**

At Marston Montgomery Primary School we seek to ensure that all our pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

We believe that good attendance is essential if children are to take full advantage of school and gain the educational and social skills which will equip them for life.

We aim to achieve good attendance by operating an attendance policy within which staff, pupils and parents can work in partnership. We will monitor attendance and work to solve quickly any identified problems.

The staff will all work with pupils and their families to ensure each pupil attends school regularly and punctually, encouraging good attendance and will liaising with families and other agencies when this is appropriate. Good attendance is seen as an achievement in its own right. The attendance policy is based on the premise of equal opportunities for all.

We aim to:

- promote good attendance as the norm
- help **every** pupil to reach their maximum potential unhindered by unnecessary breaks in their school life
- demonstrate that good attendance is valued by the school
- establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

To achieve this we plan to

- help pupils to be more aware of the importance of regular attendance and punctuality
- improve communication with parents in relation to their child's attendance
- recognise and support the key role of all staff in promoting and monitoring good attendance
- follow Derbyshire's Policy to improve attendance of looked after children
- Set annual attendance targets in line with the LA and school's targets.

Rewards for good attendance

- At the end of every term pupils with 100% attendance are rewarded with a certificate.
- At the end of every term pupils with 98+% attendance are rewarded with a sticker.
- At the end of the year a medal will be awarded to any pupil who has 100% attendance.
- At the end of every year a certificate will be rewarded to the pupil with the most improved attendance.

Responsibilities:

The attendance co-ordinator is the head teacher who is responsible for:

- the attendance policy and organisation of a regular annual review
- the organisation of rewards for good attendance: termly and annual rewards
- supporting staff in monitoring and dealing with problems
- monitoring and informing EWO / MAT of concerns
- liaising with EWO / MAT
- supporting families and individual pupils in sorting out any problems working against good attendance, and in helping to set and achieve targets with regard to attendance where necessary
- publicising facts and figures with regard to the school's attendance record for parents.

The class teacher is responsible for:

- ensuring that the registers are completed accurately at the beginning of each session
- ensure absences reported to the school administrator if no reasons known
- ensuring that school administrator is aware of any absence
- discussing patterns of absence of the children in their class with parents
- liaising with the Headteacher with regard to any concerns regarding attendance
- ensuring that the delivery of the curriculum is challenging, interesting and stimulating so that children want to attend regularly
- ensuring (in conjunction with their colleagues) that the ethos in the class and the school is supportive of good attendance

The School Administrator is responsible for:

- contacting the family on the first day of absence for reason of absence if this is unknown
- reporting back to staff on the same day
- keeping HT informed of any difficulties
- producing figures for attendance statistics required by the HT and D.F. E.

The family is responsible for:

- informing the school if their child is going to be absent and to provide an explanation for the absence
- making sure their children attend regularly and punctually unless prevented by illness or medical appointments
- letting the school know as soon as possible about any child's illness or reluctance to come to school so that problems can be quickly identified and dealt with.

Parents have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend the school they are registered at on a regular, full-time basis.

Allowing children of compulsory school age to be absent from school without good reason is an offence. Persistent absence may result in the matter being reported to the Derbyshire Education Social Work Department.

Any problems over attendance should be discussed with the school at an early stage. It is every parent's/carer's responsibility to ensure that their child attends school, arrives on time, is properly equipped, suitably dressed and has a positive attitude to learn.

Family Holidays and Other Absences

Education (Pupil Registration) (England) Regulations 2006, which came into force on 1st September 2013. State that Head teachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Head teacher who determines the number of days a child can be away from school if the leave is granted.

Parents needing leave of absence for **exceptional circumstances** should speak to the headteacher as soon as possible and, when possible, at least two weeks before the anticipated start date.

Parents who take their children on holiday without permission will incur an unauthorised absence for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service.

The local authority will issue a fixed penalty notice from January 2014. The penalty is £60 if paid within 28 days of receipt rising to £120 if paid after 28 days but within 42 days. The payment must be paid direct to the local authority. The parents can only be prosecuted if 42 days have expired and full payment has not been made. Penalty notices can be issued to each parent liable for the attendance offence or offences.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 42 day period the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

Examples of Authorised Absence:

- Medical/dental appointments
- Approved PE/sporting activity
- Days of religious observance in the religious body to which the parents belong
- Absence for theatrical/other performances following discussion with the Head teacher.
- Sickness
- School educational visit
- Educated off site
- Music exams
- Special Family Circumstances i.e. bereavement or sickness of another close family member.

Examples of Unauthorised Absence

Unauthorised absences are those which the school does not consider 'reasonable' and for which no 'leave of absence' has been granted. This includes:

- Parents/carers keeping children off school unnecessarily i.e. to go shopping, birthday, day trips
- Truancy before or during the school day
- Absences which are not properly explained
- Holidays during term-time for which no leave of absence has been granted

The school is responsible for referring problems over attendance/punctuality to the School's EWO / MAT in cases where difficulties cannot be resolved.

PROCEDURES

The school will apply the following procedures to manage attendance and punctuality.

- Registration will take place at the start of each morning and afternoon session.
- Class teachers will inform the school administrator immediately of any absent pupils where no reason is known.
- Where no explanation is available from home on the first day of an absence, the school will attempt to contact parent/carers on the contact numbers supplied by them. This will be done as soon after the start of the school day as is possible.
- If the school administrator is unable to get a response on the telephone, they will send a text message asking the parent to contact school.
- Attendance records will be stored on the school's Information Data Base.
- The school administrator will inform the class teacher of any known absence.
- For absences beyond three days, parents should contact the school again to detail the reason for continued absence. If this does not occur, contact may be made with home by the office staff.
- Pupils' attendance figures, including Unauthorised Absence, will be recorded on their annual report.
- The school will send details on attendance, both authorised and unauthorised to the Department for Education and Skills as required by current regulations.
- If a pupil arrives at school after the registration period, they will be regarded as '**late**' and this will be registered by the School Administrator.
- The head teacher reviews the attendance termly and monitors any child whose attendance is less than 90%. Parents will be informed by letter if this occurs. This may result in a referral being made to the School's Education Welfare Officer if attendance is 85% or below.

The school Governors are responsible for monitoring and reviewing this policy