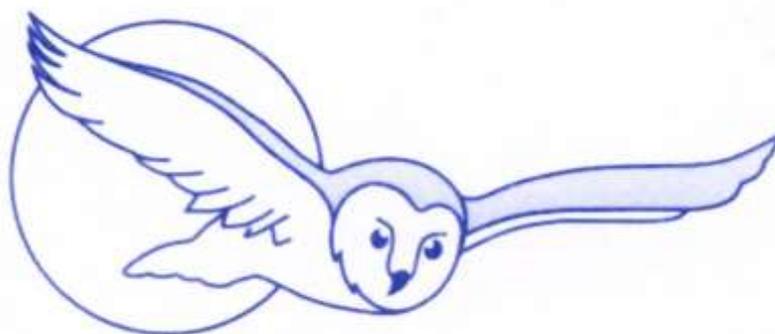


Stanbridge Primary School

ATTENDANCE POLICY



Signed (Chair):	Name: Mrs F Lindsey-Clark	Date: 08/05/17
Signed (Headteacher):	Name: Miss F Bertham	Date: 08/05/17
Ratified: by Curriculum Committee	Next Review: Term 5 (17/18)	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Attendance Policy	Date:	08/05/17
EIA CARRIED OUT BY:	F Bertham	EIA APPROVED BY:	F Bertham

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (Please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender Reassignment (transgender)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

Stanbridge Primary School

Attendance Policy

Stanbridge Primary School is a happy school where children enjoy their learning. We aim for an environment which enables and encourages all our children to fulfil their potential. For your children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is exceptional.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

<p>Why is regular attendance so important?</p>	<p>Any absence affects the pattern of a child's schooling and regular absences will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.</p> <p>Research shows that good attendance is crucial to successful learning. Improving their attendance will without question improve children's life chances.</p> <p>Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.</p>
<p>What is considered poor attendance and why?</p>	<p>Our poorest attenders are in school less than 85% of the time. Whilst 85% might seem relatively high (for example if someone gets 85% in an exam we think they've done well), if we look closely at this we see what this really means:</p> <ol style="list-style-type: none"> 1. A child whose attendance is at 85% misses 28.5 days of school each year – <u>almost equivalent to an entire term of schooling each and every year.</u> 2. Think how much they miss in terms of the teacher explaining new work. Each absence puts them further and further behind. 3. If this attendance pattern continues throughout the time the child is at primary school, by the time they leave in Year Six they will have missed 199.5 days of school – <u>equivalent to missing more than an entire year of their education before the age of eleven.</u> <p>Few children ever catch up; they are at a disadvantage for the rest of their school lives and in later life.</p>
<p>Promoting regular attendance</p>	<p>Helping to create a pattern of regular attendance is everybody's responsibility - parents', pupils', all school staff members' and governors'.</p> <p>To help us all to focus on this we will:</p> <ul style="list-style-type: none"> • issue attendance data for every pupil in a certificate which is sent home twice a year • celebrate daily all classes reaching 100% attendance • reward, with special certificates, individual attendance that hits or exceeds the school target of 96.5% • monitor all pupils' attendance; the Headteacher and Attendance Officer will meet each term to review attendance and draw up a list of pupils whose attendance requires further action • work closely with the Local Authority Family Intervention and Support Worker to improve attendance • inform the Governing Body of attendance figures six times a year in the Headteacher's report, and report actions taken by the school to improve attendance.

<p>Understanding types of absence</p>	<p>Every half-day absence from school has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.</p> <p>Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes. No holiday requests will be authorised. The only absences that will be authorised are extenuating emergency circumstances at the Headteacher's discretion.</p> <p>Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. Unauthorised absences include:</p> <ul style="list-style-type: none"> • Parents/carers keeping children off school unnecessarily • Truancy before or during the school day • Absences which have never been properly explained • Children who arrive at school too late to get a mark • Shopping, looking after other children or birthdays • Day trips and holidays in term time which have not been agreed <p>Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.</p> <p>If your child is unhappy about coming to school, the best thing to do is to let us know immediately that they are experiencing problems. We will do our very best to sort matters out for you.</p> <p>Any unauthorised absences of 10 sessions or more may receive a financial sanction from the LA. (There are 2 sessions per day, one in the morning and one in the afternoon.)</p>
<p>Persistent absenteeism (PA)</p>	<p>A pupil becomes a 'persistent absentee' (PA) when they miss 15% or more of their available schooling across the school year <u>for whatever reason</u>. Absence at this level is doing considerable damage to any child's educational prospects and we need families' fullest support and co-operation to tackle this.</p> <p>We monitor all absence thoroughly. Any case that is seen to have reached the PA mark, or is at risk of moving towards that mark, is given priority and you will be informed of this immediately.</p> <p>All PA cases are also automatically made known to the Family Intervention Support Service and Support Worker (known as the FISS). A School Attendance meeting will be called and an Action Plan to reduce the PA will be drawn up. It will contain targets for the child and family to work on and it is expected that attendance will improve as a result. Failure to improve is likely to result in a Fixed Penalty Notice; this is a fine imposed on you by the courts because your child is not attending school regularly.</p>

Absence procedures	<p>If your child is absent you must <u>contact us as soon as possible</u> by one of these methods:</p> <ol style="list-style-type: none"> 1) preferably by telephone (01454 862000 and press 1 for Pupil Absences) on the first day of absence, and every day after that until you can tell us the exact date of their return 2) calling into school to report the child's absence to the reception staff 3) sending in a note <p>◆ However you inform us, please make sure we know that the child is safe at home with you every day until their return. Contacting us every day might seem a fuss, BUT it is really important for your child's safety. If a child goes missing on their way to school after an absence and the school has not been told to expect them back on that day, neither school nor you may realize your child is missing until many hours later at home time. Those few hours could be vital.</p> <p>If your child is absent we will:</p> <ol style="list-style-type: none"> a) telephone or text you on the first day of absence if we have not heard from you b) invite you in to discuss the situation with our Attendance Officer and Headteacher if absences persist or attendance drops below 90% c) refer the matter to the Education Welfare Officer if attendance drops below 85%
Telephone numbers and contact details	<p>There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number as, if we don't, something important may be missed. There will be regular checks on telephone numbers throughout the year.</p>
The Family Intervention and Support Worker	<p>Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Family Intervention and Support Worker from the Local Authority. He/she will also try to resolve the situation by an agreed plan of action but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates' Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.</p> <p>Alternatively, parents or children may wish to contact the FISS themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Education Authority.</p>
Lateness	<p>Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons. This can be embarrassing for the child, leading to reluctance to attend.</p>
How we manage lateness	<p>The school day starts at 8.55 a.m. and we expect your child to be in class at that time. Registers are marked by 9.05 a.m. and your child will receive a late mark if they are not in by that time.</p> <p>At 9.30 a.m. the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.</p> <p>If your child has a persistent late record you will be asked to meet with the Headteacher and Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.</p>

Holidays in term time	<p>The school does not authorise any holiday. Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help their children's learning by not taking children away in school time. Remember - any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. Poor attenders achieve poor exam results. There is no automatic entitlement in law to time off in school time to go on holiday.</p> <p>All applications for absence must be made in advance in writing to the Headteacher.</p> <p>The Head Teacher will consider every absence request individually but the following <u>will not meet the criteria:</u></p> <ul style="list-style-type: none"> • Relatives coming to visit • Cheaper holidays in England and abroad • Visiting family or friends who have different half term holidays • Day trips <p>Permission to attend family weddings or visit family abroad is at the School's (or Headteacher's) discretion and may be refused.</p> <p>Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Fixed Penalty Notice. The fine is £60 (per parent, per child) e.g. a two parent family taking 2 children out of school for an unauthorised holiday would be liable for a total of £240 (if paid within 21 days) or £480 between 21 and 28 days later.</p>
School targets, projects and special initiatives	<p>The school has targets to improve attendance and your child has an important part to play in meeting these targets.</p> <p>The target level of attendance for this school has been agreed with the Governing Body as 96.5% and we will keep you updated regularly about progress to this level and how your child's attendance compares.</p> <p>Throughout the school year we monitor absences and punctuality to show us where improvements need to be made.</p> <p>Information on any projects or initiatives that will focus on these areas will be provided in our newsletters and we ask for your full support.</p>
Those persons responsible for attendance in school	<p>Miss F Bertham, Headteacher Mrs Jacqui Amos, Attendance Officer</p>
Summary	<p>The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.</p>