

# Attendance Policy

Date of Approval: Autumn 2019

Date of next review: Autumn 2021

## **Initial Statement**

Ickleford School aims to encourage the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

## **Target Setting**

This school sets targets in accordance with Government Regulations. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school.

## **Expectations**

The responsibility for good attendance is shared between school, parents and pupils.

The expectations for the School are:

- The school will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- The School will follow up all instances of poor attendance and punctuality

The expectations for Parents are:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Parents will inform school on the first day of absence, of the reason for their child's absence from school
- If parents have failed to contact the school, the school will call the parents on the first day of absence
- Parents will maintain regular communication with school staff where necessary
- Parents will ensure that school are informed of any changes of contact details

The expectations for Pupils are:

- All pupils are expected to attend school and all of their lessons regularly and punctually
- Pupils must remember to hand any note giving reasons for absence to the relevant person
- Pupils are expected to be ready to learn.

## **Doors Open**

- School doors open at 8.55am. Pupils may enter the building at that time.
- Pupils should not arrive at school before 8.45am.

## **Registration**

- Registers are called at 9.00am and 1.00pm. Registers close at 9.10am and 1.10pm. Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked as unauthorised absence for the whole of the session.
- Registers will be marked in accordance with DfE guidance.

## **Lateness**

- Any pupil arriving after 8.55am should report to the School Office.
- Parents are expected to inform the School Office that their child has arrived late for school. All parents are expected to provide a reason for their child's late arrival at school.
- Any pupil arriving late but before register closes will be marked late with minutes late recorded.
- In the event of an Emergency, the Registers and late book are taken to the Assembly Point.

## **Following up Lateness**

- Parents whose children are regularly late for school will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in punctuality.
- The Class Teacher is responsible for following up lateness, and if there is no improvement the Headteacher will then follow this up. If there remains an issue, this is then passed to the Attendance Officer.
- If late arrivals are due to circumstances outside the pupil's control e.g. delayed buses, road closure (first day of closure), lates are then marked as authorised.

## **Absences**

- Notification must be provided for all absences from school. Notification will be accepted from Parents / Carers / Guardian or close adult family relative. Notification will be accepted by phone, letter or e-mail.
- Notifications should be passed to the school office.
- Notifications are kept for the period of the academic year.
- Absences are authorised by designated staff within the school who are: Class Teacher, Headteacher or Office Manager.
- School may decide not to authorise absence, even when a reason is provided.
- The school will not authorise absence for some reasons which include the following; shopping, birthdays, holidays in term time.
- If there is any doubt as to whether an absence should be authorised, the Headteacher would make this decision.

## **Leaving and returning to School during School Day**

- When pupils leave or return to school during the school day, office staff and the Class Teacher must be notified.
- Parents are requested to contact the school by letter/email to inform them of any appointments

- All pupils leaving and returning to school will be signed out and in by the School Office.
- In the event of an Emergency, the office staff will take the record book to the Assembly Point to support roll call.

### **Following up Absence**

- Ickleford School follows up all absences from school.
- Parents are expected to inform the school of their child's absence from school, on the first day of absence.
- All absences from school are followed up on the first day of absence if parents have not notified school
- Prolonged or regular absence is dealt with through letters to parents, meeting with parents in school, involvement of the Attendance Officer.
- The school will send out letters to parents of pupils who have had attendance below 96% during a half term period. If attendance drops below 92% parents will be invited in to a meeting to discuss how attendance can be improved. This is to try to reduce the risk of persistent absenteeism.
- Any other professionals involved with a child, would be informed by the Headteacher or Attendance Officer where appropriate.
- Absence due to illness is authorised, however, in the case of children with less than 92% attendance medical evidence will be requested in order to authorise an absence. Failure to produce medical evidence will result in the absence being recorded as unauthorised.
- The Headteacher in conjunction with the Attendance Officer would make a referral to Home and Hospital Education, for any pupil likely to be absent for a long period due to illness.
- In the case of a parent being contacted with regard to their child's attendance support from a Hitchin Partnership Family Support Worker will be offered.
- The Office Manager is responsible for completing EWN1 forms to make Education Welfare aware that a pupil has been taken off roll.
- The School follows the Hertfordshire County Council Guidance on Exclusions.

### **Term Time Holidays**

- Ickleford School actively discourages parents from taking family holidays during Term Time.
- All requests for term time holidays will be unauthorised unless circumstances are exceptional
- Parents are made aware of the school ethos around holidays in term time, through the New Parents' Meetings and through regular communications in the newsletters.
- Parents are required to submit a letter/email requesting leave of absence.
- Parents are asked to submit their requests as far in advance of a term time holiday as is possible.
- All decisions regarding requests for leave of absence will be made by the Headteacher.

### **Rewards**

- Ickleford School rewards good attendance by giving out attendance certificates at the end of each term.
- Parents are reminded through newsletters about the importance of good attendance and termly statistics for attendance are also published in the school newsletter.

### **Working with external agencies and action**

- Ickleford School works in partnership with the allocated attendance officer to improve attendance for individual pupils and the whole school
- Ickleford School works with individual pupils and their parents to improve poor attendance
- When attendance does not improve sufficiently, and after discussion with the attendance officer the school will make a formal referral to Children, Schools and Families
- In-line with Hertfordshire County Council's policy Fixed Penalty Notices may be issued to the parents of children who have 15 sessions of unauthorised absence within 2 consecutive terms. In these cases the County guidelines for Fixed Penalty Notices will be followed. Parents may request a copy of this guidance.

### **Publication of Information**

- Ickleford School shares information on individual pupils' attendance as necessary with parents, pupils and staff in line with GDPR regulations.
- New parents are informed about the School's ethos on attendance and punctuality at the New Parents Meeting, and in the School Prospectus.
- Attendance is reported to governors, via the Headteachers's report
- Staff receive information about attendance as necessary and via staff meetings where appropriate.
- The school office manager is responsible for ensuring that attendance data is submitted to the DfE on a termly basis.