



Osmaston Primary School Pupil Attendance Policy

Mission

At Osmaston Primary School we strive to promote regular attendance as part of creating an effective school that is committed to raising the levels of achievement of all its pupils.

Aims

- To promote the importance of good attendance as a means of enabling pupils to take full advantage of school and gain the appropriate skills which will equip them for life
- To create a school ethos which encourages good attendance by demonstrating to pupils, parents and staff that good attendance is valued by the school
- To show that each individual is valued by ensuring that school attendance is monitored on a regular basis to provide immediate intervention if a problem is identified
- To celebrate regular attendance as an achievement in itself

Objectives

- To involve all staff and Governors in taking responsibility for encouraging good attendance
- To recognise and support the key role of the class teacher in promoting and monitoring good attendance
- To promote greater pupil involvement in attendance issues
- To establish improved communication with parents/carers in relation to the importance of regular attendance
- To maintain an effective working relationship with the Education Welfare Service

Roles and Responsibilities

The Headteacher is responsible for managerial oversight of pupil attendance throughout the school and for liaison with the Education Welfare Officer, Governors and outside agencies concerning school attendance issues

This includes oversight of the following:

- the weekly monitoring of attendance data
- tracking the attendance levels of key pupils
- providing appropriate interventions to support identified pupils in improving their attendance

- communicating attendance concerns to parents
- the maintenance of an effective and efficient working relationship with the Education Welfare Officer through weekly attendance review meetings
- liaising with class teachers to encourage school attendance
- communicating attendance issues to members of the Inclusion Team
- maintaining the high profile of attendance across the school through weekly assemblies and hall displays
- maintaining a system of rewards for good attendance which includes
 - for individuals – stickers, certificates
 - for classes – weekly presentation of Oscar (the attendance mascot) and attendance trophy to the class with best weekly attendance
 - a termly whole school Attendance Awards Assembly.

Class teachers are responsible for:

- marking the register accurately and clearly
- making every effort to obtain reasons for absence
- identifying, where necessary, problem areas in a child's attendance
- highlighting the importance of good attendance through the use of class-based rewards and an interactive attendance display
- liaising with parents, Learning Mentors, the Every Child Matters Manager and the Headteacher to encourage school attendance

The Office Administrator is responsible for:

- following up absence by a phone call to the parent/carer on the first day of absence
- carrying out agreed actions relating to pupil registration and communication with parents

The Every Child Matters Manager and Learning Mentors are responsible for:

- assisting in carrying out agreed actions relating to pupil attendance and communication with parents
- offering support to individual pupils with a poor attendance record

Parents/Carers are legally responsible for:

- ensuring that their children attend regularly and arrive punctually at the start of each school session
- informing the school promptly, by phone call, letter or visit, of the reason for the absence of their child

The Education Welfare Officer will meet regularly with the Headteacher and the Every Child Matters Manager to monitor registers, discuss absences and determine action. This may involve home visits by the Education Welfare Officer and in certain situations may lead to legal action.

The Governing Body will support the efforts of the Headteacher and school staff in promoting attendance and will participate in the annual review of the school's attendance procedures.

Attendance Targets

Attendance Targets are set annually in consultation with the Educational Welfare Service and the school strives hard to achieve the targets set.

Administrative Procedures

An accurate and consistent registration system is essential if poor attendance and punctuality are to be addressed. It is vital that pupils become aware that registration is a significant part of the school day.

The following procedures have been developed to ensure that the objectives of this policy are implemented:

Registration

- A computer data-base of registration information (e1) is kept to enable the school to collate statistics and monitor attendance
- Registration takes place at the start of each morning and afternoon session. Once registers have officially been closed (30 minutes after the start of each session) a child is considered absent for that session
- The registers are legal documents which can be used in court as evidence. Teachers may be called as witnesses should the marking of a register be questioned in court

Lateness

- The morning session begins at 8.45am (KS2) and 8.55am (FS/KS1)
- The afternoon session begins at 1.00pm (KS2) and 1.15pm (FS/KS1)
- All pupils are expected to be in school for registration at the above times
- 8.55 am/9.05am – morning register taken
- 1.05pm/1.20pm – afternoon register taken
- The register is then immediately sent to the office/collected by the Administrative Assistant.
- Children who arrive at the main entrance after the start of morning or afternoon school are recorded in the office late book (stating time, name and reason for lateness). This lateness would ultimately be recorded against the absence as either 'late before' or 'late after the register closed' – depending on the time of arrival
- Morning registers are officially closed 30 minutes after the start of morning classes in line with DfE guidelines. Afternoon registers are similarly closed half an hour after the start of afternoon classes
- 'Late after the register closed' results in the session being recorded as an unauthorised absence
- Persistent lateness will involve a letter from the Headteacher to the parent/carer or a referral to the Education Welfare Service

Absence Notes

- Schools are legally required to record when pupils are absent and to distinguish between absences which are authorised and those which are unauthorised

- Every effort will be made to obtain and record the reason for the absence
- When a pupil is absent the parent/carer has a responsibility to inform the school of the reason. This may be by letter or telephone
- When school is notified about an absence the details are recorded on the register
- First day absences not covered by a letter or telephone/oral message will be the subject of a telephone call to the parent/carer by the Office Administrator to try to ascertain a reason for the absence
- Absence enquiry slips and letters from parents/carers should be kept with the class register. These documents are used to attribute codes to the absences on an electronic absence form
- Authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences must be treated as unauthorised

Following up Unexplained Absences

- Class teachers monitor the absence records of pupils in their classes. Details of pupils whose absence is causing concern are reported to the Headteacher and contact is made with the home to check on the situation
- If the absence continues a referral will be made to the Education Welfare Officer

Medical Appointments

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment
- It is essential that a child leaving school with a parent/carer outside the normal hours are signed out from the office. The signing out book in the office is used in the case of fire as an appendix to class registers

Absence for Family Holidays

- The Education (pupil Registration) (England) Regulations 2006 and the accompanying guidance make it clear that parents/carers do not have a legal right to take their child out of school for holidays in term time
- There are 190 statutory school days a year, so there are 175 other days available for holidays that would not have a negative effect on a child's education. By taking a child on holiday in term time, he/she may be getting an unspoken message that school is not important
- The school will not authorise children going on holiday during term-time

Dual Registration/Mainstream and Special School

The law allows for dual registration of pupils who attend mainstream school and special placement. Where pupils are dually registered they are marked as 'educated elsewhere' on the days when they are attending their other placement.

Traveller Children

Children from traveller families from a site in the local area are admitted to the school. To ensure continuity of learning for traveller children, dual registration with a school in another area is allowed if it is likely that the child will be returning to the Osmaston district.

Removal from Roll and Register

Where a pupil has been absent from school for four weeks or more and is thought to have left the area, his or her name will be removed from the roll and register. In such cases the Headteacher and the Education Welfare Officer will have made every attempt to locate the child and in circumstances where enquiries have failed to elicit the whereabouts of the child details will be circulated to other Local Education Authorities

Encouraging School Attendance

General Strategies

The school will encourage good attendance by:

- making school a lively and interesting place to be
- cultivating a positive learning environment for all pupils
- creating a positive environment where children feel safe and secure
- improving the quality of play in the playground
- being sympathetic and supportive to pupils who experience problems in school
- emphasising the importance of regular school attendance to enable pupils to benefit fully from their schooling
- monitoring attendance data in a systematic manner
- developing a system of rewards for good attendance
- reminding parents on a regular basis of their responsibilities regarding attendance and punctuality
- offering help and advice to resolve any difficulties the pupil or parent/carer may have in fulfilling these responsibilities

Policy Review

- Specific issues arising from the operation of the policy will be reviewed as these occur at meetings of the school's Senior Management Team
- An annual review of the operation of the school's attendance policy will be carried out by the Senior Management Team in the Autumn Term each year. This will result in a report to the Governing Body setting out any proposed changes in policy and procedures.