

Attendance Policy

Charlton Manor Primary School



Approved by: Governing Body

Last reviewed on: March 2024

Next review due by: April 2025

Contents

1. Aims.....	3
2. Roles and Responsibilities.....	3
3. Lateness and Punctuality.....	5
4. Authorised and Unauthorised absences.....	6
5. Legal sanctions.....	7
6. Rewarding good attendance.....	7

1. Aims

Charlton Manor School places a high priority on good attendance and punctuality. We are committed to meeting our obligations with regards to school attendance by:

Promoting good attendance and reducing absence

- The Classes with the highest attendance each week in F2/ KS1 and KS2 are presented with a certificate and trophy. The winners are then displayed on our attendance board in the foyer.
- There are prizes at the end of each term for every child with 100% attendance, these are presented during assembly.
- The class in each key stage with the highest attendance for the term receive a class trophy and the children receive stickers and a small prize.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Maintain a good attendance rate above 96%.
- Monitor poor attendance and take appropriate measures to improve attendance and lateness.
- Acting early to address patterns of absence by following the Fast Track approach to tackle poor attendance. This includes meeting with parents/carers and relevant agency members to identify and address the reasons for absence and to work together to improve attendance.
- Meeting parents to discuss attendance is an opportunity to build relationships and offer help or support when needed which may not otherwise have been addressed.
- We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons. For example, we can offer breakfast club places and have a vast range of after school clubs and activities.

2. Roles and responsibilities

2.1 The Governing Board

The governing board is responsible for:

- Monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.
- The Governing body regularly reviews and challenges attendance data- including how our school compares with others both locally and nationally.
- Ensure the attendance policy is being upheld and that staff have adequate training on attendance.

2.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.

2.3 The Designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Overseeing data analysis.
- Building relationships with parents/carers to discuss and tackle attendance issues.

2.4 Class Teachers

Class teachers are expected to:

- Accurate recording of attendance registers twice daily, using the correct codes, and submitting this information to the school office.
- Addressing poor attendance with parents/ carers including asking for the reason the child is absent.
- Reporting information regarding a child's absence to the attendance office.

2.5 The Attendance Officer

The school attendance officer:

- Calls parents/carers by phone on the first day of an unexplained absence.
- Conducts a home visit on the third day of an unexplained absence as part of safeguarding.
- Writes to all parents/carers of children with less than 96% attendance.
- Arranges calls and meetings with parents/carers to discuss attendance issues and lateness.
- Monitors attendance data across the school and at an individual pupil level. Receives daily, weekly and termly data from 'Studybugs', our new service.
- Sending monthly and termly data reports to the attendance senior leader and borough's attendance advisory officer.
- Reports concerns about attendance to the headteacher.

- Works with the inclusion team and education welfare officers to tackle persistent absence.
- Following the borough's guidance, persistent absentees may be referred to the borough which could lead to further action or prosecution.

2.6 Parents/Carers

Parent/carers are expected to:

- Inform school on the first day of your child's absence, giving a reason for the absence. Update school by telephone/email or letter when there is a prolonged period of absence.
- School provides a new service called 'Studybugs'. Parents download the user friendly app and can leave a message to explain the reason for their child's absence.
- Only provide contact numbers that can respond to a call from school. Check your voicemails and respond accordingly as school will always leave a message after calling.
- Provide medical evidence to support your child's absence when appropriate or when school has requested this information. Accepted evidence: prescription medicine, doctor/hospital appointment or letter.
- Arrange medical and other appointments after school or in the school holiday. If these options are unavailable please try to get an afternoon appointment as your child will then be present to take part in the maths and English lessons which are generally taught in the morning.
- Arrange holidays, travel and family visits during school holidays only, these absences cannot be authorised as all children are allocated 13 weeks holiday a year. 'G' codes will appear on your child's registration certificate for this type of absence, which indicates an 'unauthorised holiday' whether the travel was for holiday or other purpose.

2.7 Pupils are expected to:

Attend school every day on time.

3. Lateness and punctuality

We understand the importance of being at school on time. When a child arrives late for school it can be stressful particularly if the first lesson has started. If a child is late on days when there is a morning assembly they can miss important information about events and activities taking place at school .

All children are expected to be in their class line at 8:55am.

- Children arriving late to school will need to go through the school office in order to receive their attendance mark. An 'L' code will be used on the register indicating lateness.
- If a child arrives more than 30 minutes late to school a 'U' code will be used on the register which will impact on a child's level of attendance.
- If a child is persistently late for school parents/carers will be invited to attend a lateness review meeting with the Attendance Officer.

4. Authorised and unauthorised absence

4.1 Authorised Absences

Exceptional Circumstances

- The headteacher will only grant a leave of absence to pupils during term time if they consider it to be an 'exceptional circumstance'. A leave of absence is granted at the headteacher's discretion. Evidence showing the date/time of the event would need to be presented when making the request.
- Examples of reasons that may be considered as exceptional circumstances are:
 - Musical, Dance, Educational or sporting competitions/exams.
 - Family wedding
 - Family funeral

Religious celebrations

School will authorise one day of absence for a religious reason. Parents/carers are asked to contact school in writing prior to the event to request the day of absence.

Medical reasons

Absences due to illness, medical appointments or ongoing medical treatment such as physio will be authorised when supported by evidence. Accepted medical evidence include: doctor/hospital letter or prescribed medicine. School asks that appointments be made at the start or end of the school day to minimise disruption.

4.2 Unauthorised Absences

School follows the borough's guidelines regarding attendance and acceptable reasons for absences.

School will not authorise:

- Term time holidays, travel or family visits or family days out.
- More than one day for a religious event or celebration.
- Waiting at home for a delivery or engineer to call.

- Oversleeping.
- Non-emergency doctor or other medical appointment that could have waited until after school or during school holidays.
- No explanation of absence reported to school.

5. Legal sanctions

School follows the borough's guidelines on referring pupils with poor attendance. It is the borough's decision whether to take further action.

- The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
- If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
- The decision on whether or not to issue a penalty notice may take into account:
 - The number of unauthorised absences occurring within an academic year.
 - One-off instances of irregular attendance, such as holidays taken in term time without permission.
 - If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare officer.
 - The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
 - Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

6. Rewarding Good Attendance

School celebrates and rewards good attendance by:

- Every Friday the class with the highest attendance receives a trophy to keep in class for the week, one for F2/KS1 and one for KS2. They also receive a certificate to display in class.
- The classes with the highest attendance are displayed in the foyer and announced in the afternoon celebration assembly on Friday.
- At the end of each term, children with 100% attendance receive a badge and prize-
 - Bronze badge at the end of term 2 and a small gift.
 - Silver badge at the end of term 4 and an Easter egg.
 - Gold badge at the end of term 6 and an Argos voucher and a gift. and Griffin.
- At the end of each term the child with the most improved attendance receives the same gift as the 100% attendance children except for the badges.

- At the end of each term the class with the highest attendance will receive a special trophy to keep for the term and a special certificate.
 - Each child in that class/classes (if there's a tie) will receive a small gift, a sticker and a gotcha.