

HOLYWELL PRIMARY AND NURSERY SCHOOL

ATTENDANCE POLICY

At Holywell we aim to provide for all personnel a warm, welcoming and secure atmosphere where children feel safe, secure and valued. We aim to provide a stimulating curriculum delivered in a physically clean, bright, safe and attractive environment. We actively encourage good attendance for all children to promote a positive school environment where children want to learn.

We:

- . promote the code of conduct for all pupils;
- . actively praise good behaviour, acts of good citizenship and other achievements;
- . show the children their opinions are valued through the School Council;
- . make sure the curriculum is relevant and interesting;
- . make sure that lessons are interesting;
- . pursue extra-curricular activities of various types;
- . make sure that the building/site is safe for everyone.

Everyone has a role to play in ensuring that school attendance is good. These are included in a separate leaflet - 'A Guide to School Attendance'.

At Holywell we want every child to learn as much as his/her potential will allow. In order to learn it is vital that children attend school regularly to enjoy the benefits of a good education - to help socialising skills and to establish the basis for good work ethos later in life.

The school will:

- encourage good attendance and punctuality and will monitor all children;
- keep accurate records via the computerised system of attendance;
- monitor absentees on day 1 via a telephone call to parents (unless notified earlier);
- liaise weekly with the EWO (Education Welfare Officer) regarding levels of attendance per pupil;
- contact parents if the need arises;
- reward excellent attendance on an individual basis

Registers

Attendance records are kept using the SIMs attendance module and an optical mark reader. Register sheets are marked in classes every morning (8.50am - 9.00am) and every afternoon (1.15pm - 1.20pm) for KS2 and 1.00-1.05pm for KS1. Registers close at 9.00am, 1.05pm and 1.20pm, any child arriving later than the times stated above is marked absent. Pupils arriving late should always report to the office so they may be recorded by the School Secretary as 'on-site'. Any child arriving late but before registers are closed (9.00am, 1.05pm and 1.20pm) will be marked absent and then present by the class teacher, which will be read by the OMR as late 'L', no letter from home required, unless this is repeated and is considered to be an area of concern by the school.

Absence reports are issued on a weekly basis to all Class Teachers who are required to classify each absence according to the codes provided.

Absence regarded as 'authorised':-

Sickness

Medical/Dental treatment

Temporary Exclusion
Compassionate circumstances
Religious observance
Holiday (up to ten days at the discretion of the school)
Unavoidable cause (at the discretion of the school)

If a child's absence is not covered by any of the reasons above and no satisfactory explanation has been presented from home, then the absence is entered as 'unauthorised'.

Annual School Reports

A summary of attendance is presented to parents on their child's Report every July. The total number of attendance sessions, together with the authorised and unauthorised absences, are published annually in the school brochure for the previous year.

Encouraging Good Attendance

During the course of the school year the Headteacher encourages excellence in attendance during School Assembly times. Certificates are presented to those children who gain excellent attendance. Class Teachers support this by encouraging attendance during class time. At the end of the school year (in July) one of the features of the schools Leavers Assembly is a presentation of a small gift for all children who achieve 100% attendance during the year. Holiday during term time is discouraged.

From September 1st 2010, no holidays will be authorised if taken within the first three weeks of any school term. From May 2011 no holidays taken by a Year 6 child will be authorised during SATs week.

Monitoring Attendance and Punctuality

The school requires a written explanation from parents for all absences. Unexplained or prolonged absences are followed up by the Education Welfare Office who visits school regularly to monitor attendance. The E.W.O. also assists the school by discussing punctuality problems with parents, at the request of the school. The parent / carer of any child who repeatedly arrives at school after 9.00am, will be contacted to discuss the problem of late arrival and continuing absences may be marked as 'unauthorised absence'. Letters from parents / carers explaining the 'lates' will be requested.

This Policy is complementary to 'A Guide to School Attendance', written for parents. Both policies should be read by all personnel.

FM : Updated September 2008

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HOLYWELL PRIMARY AND NURSERY SCHOOL

'A GUIDE TO SCHOOL ATTENDANCE' - FOR PARENTS / CARERS

Introduction:

Improving and maintaining good attendance at school is the responsibility of everyone in the school, community - pupils, parents, carers and all staff. It is the responsibility of every parent / carer of every child of compulsory school age (5-16) to make sure that he/she receives efficient - full time education suitable:

- . to his/her age, ability and aptitude and ..
- . to any special needs he/she may have either by regular attendance at school or otherwise (Section 7, Education Act 1996)

If a child of compulsory school age who is a registered pupil, at a school, fails to attend regularly, his/her parent/carer is guilty of an offence. The maximum penalty upon conviction is a fine of up to £2,500.

Responsibilities:

Parents/ Carers:

Parents / carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and in a fit condition to learn. If a child is prevented from attending for any reason, or is late, parents / carers are requested to notify the school **on the first day of absence** - by 'phone call or message and then always followed up in writing. Please do not hesitate to contact school should you have any concerns about your child's attendance. Any appointments for children (medical etc) should be made out of school hours, if possible. In order to achieve an attendance mark, children must be in class for registration at the start of a session.

Pupils should be on the playground daily after 8.40am ready to come into school promptly. Pupils arriving after 8.50am are late. The school does not take responsibility for pupils arriving before 8.40am.

Pupils:

Pupils are encouraged to develop increasing responsibility for their attendance and punctuality. Pupils experiencing difficulties with attendance and/or punctuality will be offered pastoral support from their class teacher and other staff if necessary.

School

All staff will endeavour to encourage good attendance and punctuality at all times. Attendance is the responsibility of all staff, not exclusively teachers. The school will employ a range of strategies to encourage good attendance and punctuality and will investigate absences, liaising closely with parents / carers. Staff will respond to absenteeism firmly, consistently and with care. The school closely monitors punctuality and children are challenged daily regarding time-keeping. Absences will be pursued daily by telephone unless school is notified early in the day. The Headteacher and the School Administrator work together, on a weekly basis, reviewing absence and liaise with parents / carers and the EWO.

Absence

Illness - if your child is ill please contact school to keep us informed immediately. Please telephone before 8.45am if possible.

Holidays - At Holywell we discourage parents from booking holidays in term time. The pyramid schools are all in agreement that family holidays during term time should be discouraged in order to give all children the opportunity to progress with their education uninterrupted. Up to ten days holiday absence **may** be requested on school pro-forma per school year. It is always at the discretion of the school to authorise this time off. Each application will be considered taking into account your child's attendance rate and academic progress.

From September 1st 2011, no holidays will be authorised if taken within the first three weeks of any school term.

From May 2011, no holidays taken by a Year 6 child will be authorised during SATs week.

The school may authorise absences for the following reasons:

- . Sickness
- . Medical/Dental treatment
- . Temporary Exclusion
- . Compassionate circumstances
- . Religious observance
- . Holiday (up to ten days at the discretion of the school)
- . Unavoidable cause (at the discretion of the school)

However, according to the DCSF publication (January 2009) these are classified as 'absent from school'.

The school will NOT authorise absences for:

- . daytrips
- . shopping trips
- . birthday treats
- . theme park visits
- . looking after family members

In some circumstances the school will work with the Education Welfare Officer who is employed by the Education Authority to support good attendance by all children. Our E.W.O. is Mrs Shelley Bryan who can be contacted at:

Community and Education Team
PO Box 13827
Bromsgrove
Worcester
B60 9DR Tel: 01527 556223

The school has a detailed 'Attendance Policy' which is distributed to new parents every June for the forthcoming year. The Policy is available for all parents, on request, from the school office and it is on the school website.

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