



## Attendance Procedures

### Outstanding Attendance

We believe that outstanding attendance is essential if children are to take full advantage of school and gain the educational and social skills which will equip them for life.

The school aims to achieve outstanding attendance by operating an attendance policy within which governors, staff, pupils and parents can promote and monitor regular attendance, and intervene at an early stage to identify and rectify any problems which arise in order to avoid educational disadvantage to any pupil.

The staff will encourage outstanding attendance and will liaise with families and other agencies when this is appropriate. Outstanding attendance is seen as an achievement in its own right.

The attendance policy is based on the premise of equal opportunities for all.

We aim to:

- promote outstanding attendance as the norm;
- help every child to reach their maximum potential unhindered by unnecessary breaks in their school life;
- demonstrate that outstanding attendance is valued by the school;
- establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

To achieve this we plan to:

- help children to be more aware of the importance of outstanding attendance and punctuality by class discussion;
- provide regular information about the whole school's attendance record through the newsletters;
- monitor the attendance registers weekly and contact parents whose children do not achieve 94%+ attendance.

The school uses the following guidance with parents and pupils:

	School Action	
<p><b>Your child's attendance is above 98% (Outstanding)</b>            They are absent less than 6 days in a school year.            They are highly likely to achieve the best levels for their ability by the end of KS1/KS2.</p>	<p>The child receives their right to a full and rounded education. 100% Attendance Certificates and badges are awarded at the end of term.</p>	<p>Attendance records are monitored at all stages and each absence will be recorded with the reason given.</p>
<p><b>Your child's attendance is 96% - &lt;98% (Good)</b>            They will probably achieve the best levels for their ability by the end of KS1/KS2.</p>	<p>School will closely monitor attendance and celebrate an improvement.</p>	
<p><b>Your child's attendance is 90% - &lt;96% (Cause for concern)</b>            They are missing up to 20 days in each school year – a full month!            This amount of absence will make progress difficult and reduce their level of success.            Immediate improvement is needed.</p>	<p>Parent may be contacted by the school via a phone call and/or a letter.</p>	
<p><b>Your child's attendance is less than 90% (Serious cause for concern)</b>            They are missing at least 1 or 2 days a fortnight; this is the same as over four months throughout their time at Cheam Park Farm Primary Academy.            Missing this amount of time will make it extremely difficult for them to keep up in lessons and make progress.   <b>You need to take action! As a parent or carer, you could face a fine or court action.</b></p>	<p>Meeting will be held at the school with a Senior Leader. Attendance will be expected to improve immediately. A continued decline in attendance may result in external agencies being alerted.</p>	

### **Attendance Rewards at KS1 and Early Years:**

- Whole classes who have full or best attendance for 1 week will be rewarded and praised in assembly;
- Children who achieve 100% attendance termly will be rewarded and praised in assembly;
- Children who achieve 100% attendance yearly are rewarded by a Headteacher's certificate and a prize;
- For one half term a year the school follows the "Be there Bears" project.

### **Attendance Rewards KS2:**

- Termly Attendance Assemblies – children awarded a gold, silver or bronze badge and certificate for 100% termly attendance;
- Highest attending class is displayed on the Monthly Attendance Board;
- All children and classes are celebrated on Twitter and Facebook (permission permitted) and newsletter.

## **Responsibilities**

### **The School's Responsibilities**

The Attendance Committee will ensure that there are devices in place to monitor pupils' attendance through their daily register. The Attendance Committee agree the intervals at which they will review attendance discussing individual cases of pupils who fail to attend regularly, or have missed ten school days or more without permission. The Admission Committee will ensure that attendance monitoring procedures are regularly reviewed; and will ensure outstanding attendance is the expectation and that poor or irregular attendance is challenged and reduced.

### **The Attendance Committee is responsible for:**

- reviewing the Attendance Procedures;
- supporting staff in monitoring and dealing with problems;
- supporting families and individual children in sorting out any problems working against outstanding attendance and in helping to set and achieve targets with regard to attendance; publicising facts and figures with regard to the school's attendance record in an easy to understand format;
- informing governors of information with regard to attendance.

### **The Class Teacher is responsible for:**

- ensuring that the registers are completed accurately at the beginning of each am and pm session;
- ensuring that the Office Administrative Staff are aware of any added absence markers (e.g. if a note arrives establishing that reason for the absence);
- filing absence letters for their records;
- monitoring the attendance and patterns of absence of the children in their class;
- liaising with the Senior Leadership Team with regard to any concerns regarding attendance;
- ensuring that the delivery of the curriculum is challenging, interesting and stimulating so that children want to attend regularly;
- ensuring that the ethos in the class and the school is supportive of outstanding attendance.

### **The Office Administrative Staff are responsible for:**

- entering pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school;
- undertake reasonable enquiries to establish the child's whereabouts and consider notifying the SLT and the local authority at the earliest opportunity if a pupil fails to attend on the agreed or notified date.
- updating registers once they have been returned to the office;
- entering daily attendance records onto SIMS (Schools Information Management Service);
- processing Application for Pupil Special Authorised Absence Forms;

- informing the Class Teacher of absences;
- telephoning / emailing families to monitor absences and report to the Headteacher, Deputy Head Teacher and Safeguarding Lead as necessary;
- receiving and recording phone calls and other communication from parents;
- providing data to attendance co-ordinator, teachers and parents.

### **The Parent or Carer is responsible for:**

- getting their children to school and on time (section 444(1) Education Act 1996). In light of this parent/carers are required to follow and understand these procedures if their child is ill and unable to come to school;
- letting the school know on the first day of absence why a child is absent;
- talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Legal Responsibility for Attendance**

It is the responsibility of the parent or carer to get their children to school and on time (Section 444(1) Education Act 1996). In light of this, parents/carers are required to follow and understand these procedures if their child is ill and unable to come to school:

- Parents / carers must contact the school office by telephone on the first day of absence before 9.30am. Appropriate codes will be entered in the registers and on SIMS.
- If no message has been received by 10am the office staff will send a text message to the child's contact number advising that their child is absent from school and requesting they contact the school before midday with a reason for absence. This morning session will be recorded as unauthorised until a valid reason is obtained, while any further sessions will be given appropriate absence codes.
- Parents/carers must send a written explanation of a child's absence when they return to school or have explained it fully via telephone to a member of the office staff.

### **Registration Protocol at the Molesey and Kingston Sites**

Due to the nature of Cheam Park Farm Primary Academy's split site, it is necessary to coordinate timings that allow parents with children enrolled across two sites to attend school on time.

It is essential that children make a positive start to the school day. Teachers and office staff will be available to discuss reasons for absence with children/parents/carers as appropriate. If children are late they often miss vital instructions and learning and they can also disrupt the class. The Headteacher monitors lateness regularly. The school will make contact with parents/carers where there is a pattern of lateness or several number of lates in a half term.

### **Punctuality at Cheam Park Farm Primary Academy**

The register is a legal document and should be completed with care. Registers should be marked at the beginning of the morning and afternoon sessions. Once the register is closed, it must be sent to the office staff/logged onto SIMs.

### **Early Years and Key Stage 1**

- The school gates are opened at 8.40am and children and parents/carers can come into the playground between 8.40am and 8.50am.
- The school day begins at 8.50am. Registers are taken between 8.50am and 9.00am. Any child / parent /carer entering school after this time must report to the office and will receive a late mark in the register.

## Key Stage 2

- The school gates are opened at 8.30am and children can come into school between 8.30am and 8.45am.
- The school day begins at 8.45am. Registers are taken between 8.45am and 8.55am. Any child entering school after this time must report to the office and will receive a late mark in the register.
- If there were a fire, the current day's register and 'signing out' book would be taken to the assembly point and the teachers told which children have arrived late or left the premises.

## Recording Lateness

- Children arriving after the start of school must be digitally signed in by the parent/carer at the office.
- The Office Administrative staff will check lateness to ensure entries are recorded in the register. Up until 9.15am, late children will be registered with 'L' (late before register closed). After 9.15am they are registered with a 'U' (late after register closed).

## Evacuating the Building

During an evacuation, a hard copy of the register is printed daily to inform the 'Evacuation Registers' file. The Evacuation Registers are kept with the office staff and are taken to the assembly point informing the teachers which children have arrived late, or not on the premises.

## Special Authorised Absence

Holidays should be taken during the school holiday periods and the school's policy is that absence for holidays will not be authorised during term time. If parents take their child on holiday during term time, a Fixed Penalty Notice may be issued by the Local Authority.

Parents must apply in writing to the Headteacher, using the required form from the website or outside the school office, should they wish to take their child/children out of school for any reason during term time. The Headteacher only authorises absence during term time in exceptional circumstances. The expected return date must be specified and adhered to. Absence after this date will be unauthorised. The application for Pupil Special Authorised Absence form along with a copy of the child's attendance is used to inform the decision as to authorise the request or not.

Applications under 'Exceptional circumstances' although considered on a case by case basis will normally be refused. The exceptional circumstance should be of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

Examples of what might constitute exceptional circumstances include:

- A parent or grandparent is seriously/terminally ill and the holiday proposed is likely to be the last such holiday
- There has recently been a death or other significant trauma in the family and it is felt that an immediate holiday might help the child concerned better deal with the situation
- Attending the wedding of a family member

Special authorised absences cannot routinely be approved beyond a total of 10 days across any academic year. Any absence beyond this limit will be considered unauthorised unless the Headteacher has chosen to use discretion on compassionate grounds. The Headteacher, in consultation with the governing body of the Academy Trust, may use statutory powers under the Education Act, including the issuing of Fixed Penalty Notices where appropriate (no financial gain is made by the school). The school may notify the local authority which may instigate legal proceedings under Section 444(1a) of the Education Act if appropriate. Following a special authorised absence, if a child does not return to school 10 days after the expected agreed return date, the school reserves the right to remove their name from the school roll. The resulting vacancy will be filled according to the school's normal admission procedures.

## **Other Unauthorised Absence**

A parent/carer/sibling being unwell is not a reason for absence and parents/carers must endeavour to make arrangements for their child to be brought to school and be collected. The school will direct parents/carers to external support which may be available and offer help and support as far as practical if this is a long term condition.

## **Medical or Dental Appointments**

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments. If appropriate, the child should return to school after the appointment. Parents/carers are encouraged to make all medical appointments out of school hours.

## **Consequence of Unauthorised Absence**

Where a pupil incurs a certain level of unauthorised absence and there is a level of concern, the case may be referred by a Senior Leader to an external agency who will advise and support parents on the pupil's attendance difficulties. Where there is a failure to improve the pupil's attendance, the use statutory powers under the Education Act, including the issuing of Fixed Penalty Notices, may be exercised. Legal proceedings under Section 444 (1a) of the Education Act if appropriate may be issued.

## **Children Missing School**

The right to remove children from the admission register may be granted to schools and local authorities if:

- a pupil has not returned to school for 10 days after an authorised absence;
- if parents do not provide information about a child's absence and the school cannot make contact with them within 20 school days.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. The school has a duty to inform the local authority. Investigations will be conducted, which will include liaising with Children's Services, the Police and other agencies, to try to locate the missing child/children.

## **Publication of Attendance Procedures**

As well as being available on request from the school office, this policy is published on the school's website and is sent to parents' and carers annually. The Attendance Procedures are referred to in the induction pack and during induction events for parents/carers of new children.

## **Monitoring and Review**

Local Governors will monitor the attendance of pupils annually and set appropriate, challenging targets. The Attendance Committee monitors attendance termly and provides constructive support. The Local Governors will have regards for guidance issued by the Department for Education.

This Attendance Procedure is monitored by the Local Governing Body and will be reviewed every three years.

Adopted by staff and governors

Committee.....

Signed..... Date..... Date of next review.....