



ATTENDANCE POLICY

SUMMER 2018

REVIEW SUMMER 2019

Adopted by Governors

Chair of Governors.....

Date.....

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Statement of Intent

The staff of Colmers Farm Primary School are committed, in partnership with the parents/Carers, children, governors and the Local Authority, to building a school which serves the community and of which the community is proud. Colmers Farm Primary School firmly believes that all children benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve 100% attendance but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

Colmers Farm Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Following the framework set in Section 7 of the Education Act 1996 which states that: *'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-*

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise'.

- Promoting and modelling good attendance behaviour.
 - Ensuring equality and fairness of treatment for all.
 - Implementing our policies within the Disability Discrimination Act (2010)
 - Early intervention and working with other agencies to ensure the health and safety of our pupils.
 - Rewarding regular attendance.
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Key roles and responsibilities

The Governing Body has overall responsibility for the implementation of the attendance policy and procedures of Colmers Farm Primary School.

The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.

The Headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Colmers Farm Primary School.

Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.

Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.

Parents and carers will be expected to promote good attendance behaviour and ensure that pupils attend school every day.

Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

Definitions

Colmers Farm Primary School defines "absence" as either:

Arrival at school after the register has closed.

Not attending school for any reason.

Colmers Farm Primary School defines an "authorised absence" as:

An absence for sickness for which the school has granted leave.

Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.

Religious or cultural observances for which the school have granted leave.

An absence due to a family emergency, with the agreement of the Headteacher.

Colmers Farm Primary School defines an "unauthorised absence" as:

Parents/carers keeping children off school unnecessarily or without reason.

Truancy before or during the school day.

Absences which have never been properly explained.

Arrival at school after the register has closed.

Shopping, looking after other children or birthdays.
Day trips and holidays in term time which have not been agreed.
Leaving school for no reason during the day.

Colmers Farm Primary School defines “persistent absenteeism (PA)” as:
Missing 10 per cent (10%) or more of schooling across the year **for whatever reason**.

Training of staff

At Colmers Farm Primary School, we recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at risk pupils.

Teachers and support staff will receive training on the attendance policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Pupil expectations

Pupils will be expected to attend school every day and will sign an agreement at the beginning of each school year.

Absence procedures

Parents/carers must contact the school as soon as possible on the first day of absence.

Parents/carers must send a note in on the first day their child returns with a signed explanation of why they were absent. This must be done even if we have already received a phone call.

Alternatively, parents/carers may call into school and report to the school office where arrangements will be made to notify the class teacher.

A phone call/text message will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

In the case of persistent absence, arrangements will be made for parents to speak to the attendance team.

If pupil absence drops below 90 per cent (90%), the attendance meetings held fortnightly will identify these children and a referral will be made to Parent & Pupil Support to discuss any issues and signpost for further support.

Contact information

Parents/carers must provide accurate and up to date contact details.

Parents/carers are responsible for updating the school if the details change.

Attendance Team

- 1.1. If they are persistently absent, pupils will be referred to the attendance team who will attempt to resolve the situation by agreement.
- 1.2. If the situation cannot be resolved and attendance does not improve, the Head teacher has the power to issue sanctions such as prosecutions or penalty notices.

Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

The school doors open at 8.35am. Pupils have the option to be in school at this time, but must be in by 8.45am.

Registers are marked by 8.45am. Pupils will receive a late mark if they are not in their classroom by this time.

Attendance after the register closes will receive a mark to show that they are on site, and will count as a late mark.

Term time leave

At Colmers Farm Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, Headteachers no longer have the discretion to authorise holidays during term time. Every parent will receive this information once every academic year regarding term time leave and the Fast Track process.

Leave during term time will only be authorised in exceptional circumstances, for example, bereavement or serious illness.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

Immediately before and during assessment periods.

When a pupil's attendance record shows any unauthorised absence.

Where a pupil's authorised absence record is already above 10 per cent (10%) for any reason.

If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a Penalty Notice.

Monitoring

Colmers Farm Primary School monitors attendance and punctuality throughout the year. If a child is identified as falling below 90%, then parents are invited in to discuss their attendance.

Colmers Farm Primary School's attendance target is 95 per cent (95%).

Details of our attendance levels can be found on our website, newsletter or displayed in the school.

Religious Observances

Colmers Farm Primary School will take advice from the local authority to establish the appropriate number of days required for religious festivals.

Parents must inform the school in advance if absences are required for days of religious observance.

Appointments

As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a note and appointment card should be sent to school.

If the appointment requires the pupil to leave during the school day, they must be signed out by a parent/carer.

Pupils must attend school before and after the appointment wherever possible.

Young Carers

Colmers Farm Primary School understands the difficulties that face young carers.

Colmers Farm Primary School will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

Colmers Farm Primary School takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.