



Attendance Policy

1. Aims of this policy:

- To give a clear outline of our strategies to promote good attendance,
- To explain the procedures for monitoring attendance,
- To clarify the mechanisms for dealing with poor attendance.

2. Rationale on Attendance:

It is our intention to ensure that every child enjoys coming to school. By providing a stimulating, challenging and secure environment, the children will be encouraged to be regular attendees, which will ultimately enhance their learning. We expect children to attend school 100% of the time unless authorised circumstances occur. Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carers.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and this will be communicated through regular contact with parents/carers.

The school recognises and adheres to Nottingham City Council Children and Families, Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct (see Appendix One) and the latest DfE guidelines.

3. Registration times:

Registration time is:

Morning

8:45 am

Afternoon

1:00 pm

The register remains open until 9:00am, any child arriving after 8.55am but before 9.15am will be marked late. Any child arriving after 09.15am will receive an unauthorised late mark. Pupils who arrive regularly after 09.15am may be referred in to the Education Welfare Service.

At times of exceptional weather the registers may, according to DfE guidelines remain open until 9:30am.

Lates and unauthorised lates are added into the class electronic registers by the office administrator and recorded. Punctuality is also monitored by an electronic signing in system, where minutes late are automatically transferred on to the electronic registers. Where regular patterns of lateness are identified, parents are contacted and support is offered.

Where punctuality still remains an issue, school may choose to refer to the Education Welfare Service.

4. Registration:

- Only authorised persons may complete registers and must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register is unable to be taken then the office administrator will provide a paper register and will then input it on the electronic register from the office.

5. How do we monitor attendance?

- All pupils' attendance is monitored daily and every two weeks using data analysis from the electronic register.
- The Head teacher and the Attendance Officer do fortnightly register checks for all pupils in the school. Pupils with below 96% attendance will receive a letter highlighting this as a concern.
- Pupils where absence is regular and unexplained or unauthorised, will be invited in to attend the Attendance Clinic. These are run by the Head teacher, the school Attendance Officer and the local authority Education Welfare Officer. Parents and carers will receive a summary letter following the meeting and an Attendance Contract will be signed by both school and the parent alongside a monitoring period.
- Pupils that are below 96% but their attendance is raised will also receive a letter.
- Pupils with below 90% attendance with no satisfactory reason are considered to be persistent absentees, and may be referred to Education Welfare, who will consider instigating Legal Action. They will be informed by letter that this is to happen.
- Statistical evidence for the whole school and for individual classes is analysed every week and shared with staff.
- If Attendance does still not improve after a meeting in school and attendance continues to fall to an unsatisfactory level, the school may refer to the Education Welfare Service who will consider instigating legal action for persistent absence.
- If parents / carers miss more than one attendance meeting in school, this will be considered as a safeguarding issue and a referral to Children and Families will be considered by the school Safeguarding Officer.
- If a *vulnerable child is absent from school then the Attendance Officer or Safeguarding Officer will make contact on the first day by telephone or home visit. If they fail to make contact then they will escalate it to the Head Teacher.
- The school will make every effort to contact the parent/ carers on the first day of absence. If no contact has been made, a police safe and well check will be considered. My Concern will be updated following the consideration of the police safe and well check stating the reason for requesting a check or not.

6. Reasons for absence and procedures for following up absence:

- Only the Head teacher can authorise absences in line with the NAHT advice and guidance on authorised absences in schools.
- If a teacher receives verbal communication then it must be recorded on the electronic register for the appropriate days, otherwise the office administrator must be informed so that it can be recorded from the office.

- Parents / carers must report all absences directly to the office or by telephone by 09.30am. Absences should not be reported to teachers at the classroom door.
- All information about absences and logs of the school's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences are followed up by a text message on the morning of the absence.
- If there has been no communication on the first day of absence the Attendance Officer is informed to follow up the absence by telephone or by visiting the home with the Safeguarding Officer.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the school register.
- Medical Evidence letters are sent out termly to all pupils with less than 96% advising that all absences due to illness should be supported by medical evidence for authorisation to be considered.
- The Head teacher will then decide on a case by case basis whether or not the medical evidence can support an authorised absence on the pupils record.
- If a child is absent and no contact has been successful by school or the Attendance Officer, the child may be referred to Social Care in line with the school's Child Protection Policy around safeguarding.
- If a child is missing for two weeks then s/he will be referred as a missing child to Education Welfare.
- Pupils' attendance is monitored and tracked against an, 'Attendance Risk Register' which clearly sets out the tiers for escalating procedures for poor/persistent absentees including prosecution (see Appendix Two).

7. Holidays

- Due to changes in DfE guidelines (August 2013) the Head teacher may no longer authorise holidays during term time.
- If a family is affected by extremely difficult circumstances then the Head Teacher may reserve the right to authorise 'leave of absence'. **It should be understood that 'leave of absence' will only be authorised for 5 days in the most testing and difficult circumstances.** Authorisation in these circumstances should be requested prior to booking flights or the organisation of any other arrangements to avoid difficulties or financial loss.
- **Where families are known to have taken children out of school during term time without prior agreement proceedings will commence for Legal Action.**
- Due to the Year 6 Statutory Assessment Tests (SATs), school cannot condone any absence during the SATs week in May. Children who are knowingly taken from school to go on holiday during SATs will be referred to Education Welfare where Legal Action may be considered.

8. Lateness:

- Children arriving after registration period should report to the main reception with a parent or carer who must then sign them in giving the reason for lateness.
- Letters are sent out on a monthly basis to any child that is regularly late and will be monitored and reviewed.
- Lateness after 9:15am will be unauthorised and persistent lateness may result in a referral to Education Welfare. Legal Action may then be considered. (See section 11).

9. Rewards:

- Individual certificates are given to children for a full half terms 100% attendance.
- Class teachers devise rewards for punctuality and attendance in consultation with their classes.
- Every class has a display focused on attendance where class certificates and the class percentage are displayed.
- Every week there is an Attendance Cup which is handed out in assembly for the class with the highest attendance the previous week.
- Prizes are handed out to 100% attenders.
- At the end of the academic year the class with the best attendance will be rewarded by a trip out for the day.
- Attendance certificates are also regularly given out to reward “Most Improved” attendance and “Most Improved punctuality” where this is identified.

10. Communication with parents/carers:

- Parents/carers are regularly informed about attendance issues in the Head teacher's newsletters every fortnight.
- Parents/carers are texted/rung on the morning of their child's absence.
- Visits are conducted by the school Attendance Officer on the first day of absence where no reason is provided for absences.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties or prosecution that may be considered and served for non-attendance.
- Letters are sent out fortnightly by the Attendance Officer addressing on-going punctuality or attendance issues and also requesting whether medical evidence is required for further absences.
- An Education Welfare specialist is consulted if the attendance of a child drops below 90% or if there are 10% of unauthorised absences within a 10 week period on their attendance record.
- School will attempt to work with parents/carers to address attendance issues and make reasonable efforts to support parents/carers in getting their children to school.

11. Penalty Notices

Under the Anti-Social Behaviour Act 2003, the Education Welfare Service has the power to consider Legal Action when the following occurs:

- the parents/carers of a child fails to attend school regularly;
- Holiday taken in term-time where no exceptional circumstances have been applied
- a child has 10% of unauthorised absence, inclusive of unauthorised holiday, on their attendance record.
- at the request of the Head teacher in respect of children and young people who are regularly late after the close of the register;

All of the above is subject to the school making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the school website and ensuring the Governing Body have adopted the policy and therefore support the action.

The school adheres to the Local Authority Code of Conduct and any amendments that may follow. See copy in appendix 1.

12. Equal Opportunities:

Please refer to Jubilee LEAD Academy equal opportunities policy when reading this policy.

13. Review:

- Senior Leadership Team and Governors review the effectiveness of this policy annually.
- Statistical analysis is completed every half term and included in the Head teacher's Report to Governors.

Mrs Nicola McCintyre
Head teacher

*Vulnerable Children – Children where there are current safeguarding concerns or Looked After children.