



ATTENDANCE POLICY

AIMS

Hamworthy Park Junior School is committed to providing a full and efficient educational experience to all pupils. In order to achieve this, good school attendance is essential.

In our school, all staff communicate to pupils that their contribution in school is valued; furthermore, all staff endeavour to make school a fruitful and enjoyable place to be so that a positive attitude to school and learning is fostered.

Staff do all they can to ensure maximum attendance for all pupils. Any problems that impede full attendance are identified and addressed as a priority. Staff actively promote and encourage good attendance for all pupils. In order for our pupils to reach their full potential we aim for every child to have attendance of 97% and above; our aspiration is for a large proportion of children in school achieving the ultimate of 100% attendance.

Good attendance is celebrated in a variety of ways; through assemblies, when general attendance figures are shared, so that children can see class level and year group level, as well as statistics for the whole school. We regularly publish our attendance figures via our monthly newsletter, so that the whole school community is fully informed of our attendance data.

PROCEDURES FOR PROMOTING FULL ATTENDANCE

All teaching staff take an electronic attendance register daily and actively carry out the following activities:

- Are aware of the registration process including registration regulations and education law.
- Complete accurate registers at the beginning of each morning and afternoon sessions.
- Promote a positive attitude to attendance on a daily basis via the electronic registers 'daily statistic page'.
- Promote a positive attitude to pupils returning to school after absence.
- Complete the 'First Day Absence' proforma (Appendix 1) indicating any children absent during registration. This must be returned to the school office promptly after morning and afternoon registration.
- Pass on information or concerns about absence or punctuality immediately to the Administration Manager so that an appropriate response can be agreed.

The following rewards are available for full attendance.

- i. A weekly top attendance class; a certificate is given to be displayed in the classroom (Appendix 2).
- ii. A certificate for 100% attendance (per child) during each term and an overall certificate for a whole year of 100% attendance. Children are rewarded if they achieve 100% for a whole year. Special awards are given to any children who achieve 100% during their full 4 years at HPJS.

Our school regularly makes it clear to all parents/carers that the school should be contacted on the first day of any absence by 9.15am. This information is shared via our school prospectus, on our website and in our newsletters. A designated messaging service is available to any parent/carer reporting their child as absent.

The Administration Manager or Admin staff contact parent/carers of any pupil who is absent and for whom no message has been received. If there is no response from a parent/carer we contact the next emergency contact on the list. This is to ensure the safety of all children. If, for any reason, the school is unsure of the reason for absence, we will call parents/carers to clarify the situation and at times will challenge the reason given. This, again is to ensure, that our school is

doing all it can to safeguard the children within our school community. If we cannot ascertain the safety or whereabouts of a child we will inform other agencies including the 5-19 Service at the Borough of Poole (in line with the 'Children Missing from Education' guidelines), Social Care or the Police.

Children who arrive late to school must be signed into school at the school office. A text is sent to parents/carers each day of any child who arrives to school late. The text alerts parents/carers to the lateness and asks parents/carers to leave earlier to ensure their child arrives on time.

All staff continually make suggestions and implement additional rewards for good attendance. Improved attendance is also rewarded on a regular basis.

The Administration Manager or Admin staff monitor attendance daily, weekly and half-termly – both of individuals and overall.

PROCEDURE WHEN THERE IS CONCERN ABOUT ATTENDANCE

An audit of attendance is carried out by the Administration Manager fortnightly, in conjunction with the Deputy Head of School, SENCo and the Pastoral Care Team. Depending on actions agreed, the following could take place after the audit:

- Either a standard letter may be sent via post to any parent/carers whose child's attendance has dropped just below 95% or the child's Class Teacher, Pastoral Care Manager or Worker may speak to parents direct. The school will analyse the reasons and days taken as absence and will make a decision as to whether a letter is appropriate at this stage. (see Appendix 3).
- If attendance does not improve a more targeted letter may be sent to parents/carers via post, clearly identifying the cause for concern and stating what is expected from parents/carers. This can include being asked for medical evidence from a GP for any absences thereafter. Alternatively, parents/carers may be invited to a meeting in school with the Administration Manager and/or Head of School, Deputy Head of School, SENcO or Pastoral Care Team. During these meetings any agreed action will be recorded (again, this could include requesting medical evidence from the date of the meeting onwards) and a review date specified (if necessary).

The above procedures are reviewed during a joint audit between the Administration Manager and the 5-19 Service from the Borough of Poole, which takes place every half-term. During these meetings further action can be taken, whereby there may be intervention by the 5-19 Service Team from the Borough of Poole. At any time during the academic year, the Administration Manager will communicate with the school's assigned School Attendance Worker, if there is particular concern about a child's attendance.

All attendance data including weekly attendance statistics and notes are kept on file by the Administration Manager and are used as a basis for consultation with parents/carers, the Head of School, teachers and the 5-19 Service from the Borough of Poole.

All notes from meetings with parents/carers are typed onto a 'Contact Sheet' (Appendix 4) and shared with the appropriate members of staff.

Notes about individual attendance concerns each half-term are typed and shared with the 5-19 Service from the Borough of Poole.

The Administration Manager regularly provides feedback to the Executive Headteacher and Head of School in relation to all areas of attendance. At any time, the Executive Headteacher and/or

Head of School will call a parent/carer or ask to meet with parents/carers if there are concerns regarding attendance.

RECORD KEEPING TO AID RESPONSE TO ABSENCE

A record is kept of all contact with parents/carers over absence.

A record is kept of all absences and the reasons for absence.

All records including parental notes and notes from meetings are retained; parental notes are kept with 'First Day Absence' booklets and notes from meetings in the attendance file. All letters sent to parents/carers are also kept electronically. Staff and the 5-19 Service from the Borough of Poole have ready access to each pupil's absence details, thus enabling an informed response.

COMMUNICATION WITH PARENTS/CARERS

All parents are made aware of their responsibilities in law and of the school's expectations with regard to school attendance e.g. telephoning the school, sending a letter in on return.

Parents are contacted promptly if there are any concerns about attendance or punctuality.

REQUESTS FOR LEAVE OF ABSENCE DURING TERM TIME

Our school will not automatically authorise requests for leave of absence. **There is not an automatic entitlement for any family holidays or leave of absence during term time.**

The Executive Headteacher or the Head of School will consider each request on its merits but **will usually only agree to leave in exceptional circumstances. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short; 'unavoidable' should be taken to mean an event that could not reasonably be scheduled at another time.** The most important considerations are:

- Whether the leave of absence could be taken during periods of normal school holidays.
- Whether the child is subject to any examinations during the academic year concerned and achievement may be adversely affected.
- Whether due consideration has been given to the timing of the leave of absence, e.g. at the start of a new term.
- No authorised absence will be given during Year 6 SAT's periods; this will include all siblings within the family.

Leave of absence during term time will be authorised for up to 5 days in one rolling 12-month period for any child who has a parent living with them, who is in the Armed Forces and has returned from overseas duty or 'held at readiness to move'. Evidence of the overseas duty or 'held at readiness to move' may be requested.

Leave of absence during term time to attend a wedding will only be authorised if the child's parent is getting married and will be for a maximum of 2 days.

Parents/carers must complete the 'Request of Leave in Term Time' form and return it to the school office **at least three weeks** in advance of the planned leave of absence. These forms are available from the school office. Once the request has been considered the form will be returned to the parent/carer indicating whether or not the period of leave has been agreed. Parents may be asked to come into school to meet with members of staff before a final decision is made.

When a leave of absence is requested for siblings in different schools' parents should be aware that schools will liaise prior to a decision being made for any leave of absence requests.

Any requests for leave of absence that have not been agreed by the school, but are subsequently taken will put one or both parents at risk of a Penalty Notice or prosecution.

ABSENCE RECORD

DATE 7th September 2018

CLASS

The following pupils are absent today:



Congratulations

Top Attendance Class

4??



100% attendance for
Monday 6th Sept - Friday 11th Sept 2015

Appendix 3

Date:

Dear Parent(s)/Carer(s)

Attendance Audit (4th September 2017 – 24th May 2018)

We are writing to let you know that last half-term «FirstName»'s attendance dropped below 95%. The school monitors attendance half-termly and has a statutory duty to track the attendance of any pupil whose attendance falls below 95%. We understand that «FirstName» may have experienced illness during the last half-term and appreciate the need for absence for this reason we are simply writing to let you know that your child's attendance has fallen below the 95% threshold.

Please see flowchart overleaf which illustrates the significant impact that even a small period of absence can have on a child's education. Once a pupil's attendance falls below the 95% threshold, it can have a huge impact on their educational outcomes. This may mean they will fall below the expectations of their peer group, which can also lead to other negative connotations, such as increased pressure, poor self esteem and a general down turn in their well being.

If «FirstName» is falling below «his/her» Age Related Expectations, we may arrange a meeting for you to talk about how you will work to support your child moving forward.

If «FirstName» is experiencing any other problems, which are likely to cause absences from school, please contact us, we are always on hand to offer any support necessary. Sometimes an underlying worry or concern at school can cause absences and we are keen to help in any way we can, to alleviate any concerns or worries your child may be experiencing.

Please can we also ask that any holidays are taken during school holidays so as to minimise any work your child may miss.

We thank you for your continued support.

Mr D Hewitt
Executive Headteacher

Appendix 4

**Twin Sails Infant School/Hamworthy Park Junior School
Contact Form**

Contact by (school rep): Jo Lunden

Contact with family/other:

Name of child:

Date of contact:

Reason for contact:

Outcome:

Discussion points/ Outcomes/Action (Home/school based).

Other Agency involvement or follow up.