



# Attendance Policy

Updated January 2017

To be reviewed January 2018

## **Hadrian Park Primary School – Attendance Policy**

By law, all children of compulsory school age must receive a full time education suitable to their age, ability and aptitude.

### **What is attendance?**

We aim to ensure that all children attend school regularly and on time wherever possible to ensure that they are able to make the most of the educational experiences offered at Hadrian Park. We also aim to raise an awareness of the importance of attendance with our families and so to improve the level and profile of attendance.

### **Why is attendance at school important?**

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parent/carers and the school should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted upon promptly.

### **Disadvantages to not being in school are:**

- Your child's education suffers
- Lessons are missed
- Continuity and progress of work is upset
- There is no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday
- The class is generally disrupted
- You are in breach of your legal obligation to send your child to school

### **Who is responsible?**

Parents and carers are responsible for ensuring that their child attends the school where the child is registered. It is also their responsibility to ensure that their child arrives and returns home safely. A record will also be kept of why children are picked up late.

### **How should we achieve improvement?**

We aim to improve the levels of attendance through continuing to:

- Promote a caring and supportive school ethos
- Provide a clean, attractive and pleasant physical environment
- Promote a positive attitude towards school
- Seek to enable all children to feel secure and happy
- Deal with any difficulties experienced by children in a positive manner and in line with our pastoral care
- Seek to improve parental involvement
- Monitor attendance regularly
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform parents of the attendance of all pupils through school reports and parent consultation meetings

We use a computerised system of registration to enable us to gain detailed and accurate information more easily. We have developed a number of strategies which seek to raise levels of attendance and punctuality.

### **Strategy 1 – Whole School Attendance Trophy**

- The whole school knows that we expect a weekly attendance of at least 96% or above
- Children are encouraged to attend school regularly through the weekly award of a trophy and certificate for the class with the highest attendance which is presented in celebration assembly
- Recognition of best class attendance is displayed within the school hall
- Each half term the class with the most 'best attendance' certificates, receive an extra playtime

### **Strategy 2 – Individual Attendance**

- Children are rewarded for achieving 100% attendance at the end of every term (children with a pattern of lateness will not receive the reward)
- Children with 100% attendance for the whole year receive an end of year award. We also award 100% attendance on a termly basis too with a certificate and prize.
- We monitor individual attendance weekly and follow up any unexplained absences or patterns of absence
- Parents are informed of procedures, their responsibilities and our expectations regarding attendance. They will receive a phone call from the school where there are concerns. If there is no improvement then a home/school agreement will be put in place. If there is no further improvement in the child's attendance then the Attendance and Placement Service will become involved.

### **Strategy 3 – Punctuality**

The school takes lateness very seriously. A child who is five minutes late for school each day misses 3 days of schooling across the year. A child who is 25 minutes late misses 19 days.

- We work continually with parents and children to improve pupils' punctuality
- School invites parents who are consistently late to discuss ways of improving the situation.
- If there is no improvement a home/school agreement will be put in place.
- If no further improvement then the Attendance and Placement Service will become involved.

### **Target Setting**

The school's governing body sets an attendance target each year which is reviewed annually. Currently the school has an attendance target of 96%.

### **Equal Opportunities and Attendance**

All pupils may experience difficulties in school at some time which may lead to children missing school. Help can be given in relation to:

- Catching up with work missed
- Long absences: providing assistance with learning materials
- Support assistants providing individual attention where appropriate
- Personal attention and encouragement from class teachers and other specified staff
- Differentiation by task

### **Guidelines for Parents on our Attendance Policy**

#### **Parents' Responsibility – All parents need to know that:**

They are required by law to make sure that all pupils on the school register attend school regularly and punctually.

All children have an entitlement to access the full curriculum including swimming which is part of the National Curriculum.

They must let school know about any pupil absence on the first day of absence.

They should state why the child is not in school and when s/he is likely to return.

Parents should inform the school as soon as possible in one of the following ways:

- By telephone
- By personal contact

- By letter signed by a parent (even if written by another family member)

### **How do we deal with lateness or absence from school?**

It is important that children are at school on time (children are expected to be in the playground ready to come into school for 8.50 a.m).

If they arrive after the close of registration, in order to have their presence noted in the register, children must report to the school office, where they will be signed in and a record made of the reason why they are late and their presence then registered.

If your child is not in school and we have no communication from you we will send a text to ascertain a reason for their absence.

If any children are absent without any communication from the parent, it is our policy to:

- Send a text in the first instance
- Send a letter with a reply slip to enquire as to the reason for absence
- Invite the parents into school to discuss the reasons why
- Follow-up with a telephone call if there is no response
- Make a home visit or contact the Attendance and Placement Service to follow up the absence
- Parents of children whose attendance has fallen to or below 96% will receive a letter at the end of each term. (See Appendix A)

After the above procedures, where we have concerns about a child's level of absence for which we have no legitimate explanation we will contact the Attendance and Placement Service who will contact the family to try to resolve any difficulties. At any point we may record all absences or times when a child is late, as unauthorised absences unless covered by a medical certificate.

If any parents are concerned about any school issues, including attendance, they are welcome to make an appointment to come into school and discuss these. They may also ask to meet with the Attendance and Placement Service.

It is the schools decision whether an absence is authorised or unauthorised. A note from a parent will not count as an authorised absence if it is though the reasons given are not acceptable to the school, or that the reasons do not align with other information available to the school.

The following shows examples of authorised and unauthorised absences:

#### **Examples of Authorised Absences**

Non-routine appointment as determined by a specialist (appointment card/letter needed).

Medical and dental appointments which are non-emergency and can be made after school

An agreed period for family bereavement Additional days taken for special occasions other than those agreed

Religious observance days, the number of which is determined by the school e.g. one day for each

Off-site unavoidable activities e.g. music exams, if agreed by the school

Special occasions agreed with the school

Unavoidable urgent medical or dental treatment

#### **Examples of Unauthorised Absences**

Shopping during school hours, including buying uniform

Absence for more than the agreed period

Additional days other than those specified by the school

Attendance at any function without prior agreement of the school

Term time leave except in exceptional circumstances

Where children miss registration and are unable to give an acceptable reason

Going to the airport to meet or say goodbye to others

This list gives an indication of what might be authorised or unauthorised, although this **is not exhaustive**. Attendance figures will be printed on school reports and are also carried with them to the next class teacher or their next school.

January 2017 – This policy will be reviewed yearly in the spring term or earlier if needed.

Appendix A



## HADRIAN PARK PRIMARY SCHOOL

Miss A Gibson – Head Teacher

Addington Drive, Hadrian Park, Wallsend, NE28 9RT

Telephone: (0191) 200 7257, Fax: (0191) 200 7372

Email: [hadrianpark.primary@northtyneside.gov.uk](mailto:hadrianpark.primary@northtyneside.gov.uk)

Website: [www.hadrianparkprimary.org.uk](http://www.hadrianparkprimary.org.uk)

Twitter: @Hadrian\_Park

16.12.16

Dear Parent/Guardian of .....

At Hadrian Park Primary School we have an excellent attendance record and work really hard to sustain this. At the moment we monitor attendance half termly to ensure we keep this excellent record.

During recent monitoring we noticed that your child's attendance has fallen below the threshold of 96% to .....%.

As a result of this we will be monitoring your child's attendance weekly in the next few months to ensure that their attendance improves. However, if there is anything we can do to support you and your child to achieve this please do not hesitate to contact myself or Mrs Reed our Learning Mentor.

If your child's attendance does not improve then we would have to involve the Attendance and Placement Service who will act on the school's behalf to ensure that attendance makes rapid improvements. If your child is in nursery at present then this letter is intended for information and to encourage good practice.

Yours sincerely,

Miss A Gibson

Head Teacher