

CAMPS HILL COMMUNITY **PRIMARY SCHOOL**

ATTENDANCE POLICY

LAST REVIEWED:	May 2010
HEAD TEACHER	Mrs H Cliff
CHAIR OF GOVERNORS	Mr Peter Brooks
NEXT REVIEW DATE:	31st December 2010



1. Introduction

1.1. At Camps Hill Community Primary School we are proud of the high record of attendance. The details of our Attendance Policy reflect the nature of this high standard and our positive attitude to school attendance. Within this policy, the term “parent” is applied to the responsible adult having charge of the child.

1.2. At Camps Hill Community Primary School, we want the whole school community; governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

1.3. Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

1.4. Attendance and punctuality enables pupils to take full advantage of the educational opportunities available to them.

1.5. It is expected that all pupils on the school roll will attend all school sessions. Camps Hill Community Primary School is open for attendance on 195 days less:

- 5 days INSET (Staff In-service Training)
- 1 day Occasional holiday

Great Attendance leads to Great Attainment.

2. School Opening Times

- Breakfast Club opens at 08.00 am
- School doors open at 08.55 am. Pupils should not arrive at school before 08.45 am

3. Responsibilities - Parents

3.1. Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at school.

3.2. Parents whose children are registered at school are responsible for ensuring that their children attend and stay at school.

3.3. Parents should:-

- Ensure that their children arrive at school on time, properly dressed and ready to learn

- Instil in their children an appreciation of the importance of attending school regularly
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- Work in partnership with the school to resolve issues which may lead to non-attendance
- Inform the school by 09.00 am if possible (09.30 am at the latest) if their child is to be absent
- Sickness notes are expected on the first day of the child's return to school
- Avoid arranging medical/dental appointments during school hours
- Avoid booking holidays in term time
- Ensure that the school are informed of any changes of contact details

Responsibilities - School's

3.4. Camps Hill Community Primary School will:-

- Provide a safe learning environment
- Is responsible for supporting the attendance of their pupils and for dealing with problems that may lead to non-attendance
- Maintains registers of attendance in accordance with Local Education Authority (LES) guidelines
- Work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole
- Will follow up all instances of poor attendance and punctuality

4. Registration and Lateness

4.1. Attendance Improvement Officers visit the school on a regular basis to discuss any specific pupil attendance difficulties (if attendance falls below 85%)

4.2. Camps Hill Community Primary School actively discourages late arrival

4.3. Each school day is comprised of two sessions

4.4. When no adequate explanation is given for absence a pupil will be marked as an unauthorised absentee for that session

4.5. Registers are called at 08.55 am. Any pupil arriving after 9.00 am should report to the school office to be signed in the Latecomers Book by the parent. Any pupil arriving after closure of the register will be marked absent for the whole of the session. Parents are requested to provide adequate reason for lateness in the Latecomers Book.

4.6. Pupils are expected to register on time. Class teachers close the register at 09.00 am and the office finalises the register at 09.20 am (class teachers should inform the office of any known reason for a child being absent by 9.20 am).

4.7. After that time absence is marked as unauthorised absence unless and until a satisfactory explanation is received.

4.8. Parents should inform the school by 09.00 am if possible (09.20 am at the latest) if their child is to be absent, this can be done by telephone, letter or email admin@campshill.herts.sch.uk for the attention of the school office.

4.9. Only the school can authorise an absence. The school is not obliged to accept a parental note and may decide not to authorise absence if the explanation offered as a valid reason for absence is unacceptable.

4.10. Absences are authorised by designated staff within the school.

4.11. Parents whose children are regularly late for school, will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in punctuality.

4.12. If a child has arrived late in school and a fire breaks out, the following registers will be taken to the assembly points by the office staff:-

- Printed registers
- Latecomers Book
- Pupil and Staff Signing In / Out Books

5. Absence

Any member of school staff can report an absence and record it on the register. However, Attendance Co-ordinator, Pastoral Care Manager and Deputy Headteacher have the authority to authorise attendance. If there is any doubt a meeting will be called where by Attendance Co-ordinator, Pastoral Care Manager, Deputy Headteacher and Headteacher will discuss.

Absence can be authorised if:-

5.1. The pupil was absent with leave (defined as “leave granted by any person authorised to do so such as the Headteacher”).

5.2. The pupil was absent and a satisfactory explanation was provided; e.g. the child was ill or prevented from attending by any unavoidable cause.

- 5.3.** The absence occurred on a day exclusively set aside for religious observance by a religious body to which the pupil's parent belongs.
- 5.4.** If the pupil does not live within walking distance of the school and no suitable arrangement has been made by the LEA for the pupils transport to and from home.
- 5.5.** There is a family bereavement.
- 5.6.** The pupil is attending an approved offsite activity or is receiving special off-site tuition (to be known as approved educational activity).
- 5.7.** The pupil is attending a Pupil Referral Unit.
- 5.8.** The pupil is participating in an approved public performance e.g. music or dance exams.
- 5.9.** The pupil is involved in an **exceptional** special occasion (e.g. if a pupil is attending the graduation of an older sibling). In authorising such absences the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered.
- 5.10.** Leave of absence may be granted up to 10 days 'holiday leave' in the school year in special circumstances such as:-
- Employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education
 - When a family needs to spend time together to support each other or after a crisis
- 5.11.** Applications for authorised absence should be made in writing to the Headteacher 3 weeks in advance along with a Holiday Application Form.
- 5.12.** We use the attendance codes that are compatible with School's Information Management System.
- 5.13.** Registers are kept up to date electronically and further to this paper copies are printed and archived for 3 years.

Absence will be treated as unauthorised if:-

- 5.14.** No explanation is given from the parent.
- 5.15.** The school is dissatisfied with the explanation.
- 5.16.** The pupil is shopping during school hours.
- 5.17.** The pupil is staying at home to mind the house or to look after brother, sister or unwell parents.
- 5.18.** The pupil is absent for **unexceptional** special reasons (e.g. a birthday).

5.19. The pupil is away from school on a family holiday for a period longer than that authorised by the school.

5.20. The pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday, even though they seek retrospective approval in their return.

5.21. Death of a pet or a pet going to the Vet.

First Day Response

5.22. An unexplained absence report is printed out once the register has been closed.

5.23. A ParentMail text is sent to the parents of all pupils absent from school without an explanation by Attendance Co-ordinator normally by 10.00 am.

5.24. If no reason for absence has been received by 12 noon the Attendance Co-ordination will make a second call to the parents home to establish a reason for absence.

5.25. On receipt of an explanation for absence that meets the criteria for authorisation the Attendance Co-ordinator will amend the register accordingly.

5.26. Contact details within School's Information Management System and ParentMail are updated on a regular basis by the administration team.

Follow up Absences

5.27. Telephone calls will be made by Attendance Co-ordinator or Pastoral Care Manager to parents of any child who remains absent for more than 5 days.

5.28. A weekly unexplained absence report is printed. Letters are sent to all parents who have failed to provide the school with a reason for their child's absence .

5.29. Parents of any child with prolonged absences are invited into school for a discussion with the Attendance Co-ordinator, Pastoral Care Manager and/or Deputy Head.

5.30. Parents of any child with continually poor absence will be invited to attend a meeting with the Attendance Improvement Officer, Attendance Co-ordinator and Pastoral Care Manager.

5.31. Attendance Co-ordinator will complete the EWN1 form and send to the Attendance Improvement Officer once a pupil has been taken off role.

Leaving and Returning to School during the School Day

5.32. All pupils leaving school during school time must be collected from the Attendance Co-ordinator desk where the parent will need to sign them out in the relevant signing In / Out book held in the Attendance Co-ordinator area.

5.33. A pass will be given to the parent to show to the LEA or Police Officer if requested during this absence from school.

5.34. Pupils must report back to the Attendance Co-ordinator desk on return to school where a member of the administration staff will sign the pupil back in .

5.35. It is the responsibility of the administration staff to take the signing In / Out book to Pastoral Care Manager the fire assembly point in the event of a fire evacuation.

6. Awards

6.1. Good attendance is rewarded to individual pupils who have obtained 100% attendance for the whole academic year. The reward is in the form of a certificate and medal presented by the Mayor of Stevenage at a school assembly.

6.2. Each week the class with the highest attendance is presented with the school cup in the whole school assembly. Pupils in the winning class are given 15 minutes extra free time.

7. Publication of Information

7.1. New parents are informed of the school's ethos on attendance and punctuality through the New Pupil Welcome Pack.

8. Exclusions

8.1. It may become necessary, in cases of extreme misbehaviour, for a pupil to be excluded from a school session. If this arises, the parent will be informed by letter and will be told of the right of appeal to the Governors about the decision.

9. School Closure

9.1. Adverse weather conditions - Flood or Snow. It may be necessary to close the school due to severe weather conditions, parents will be informed by email / telephone / text messaging system. It is our policy that consideration should always be given to the safety of pupils and staff on journeys to and from school.

10. LEA Enforcement

10.1. Parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education, either by regular attendance

at school or otherwise. It is the responsibility of the LEA to ensure that parents meet these responsibilities. Attendance enforcement is usually carried out by the LEA Education Welfare Service who provide an important link between school's and families.

Headteachers are required to tell the LEA if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised. Headteachers can, of course, notify the LEA earlier if there are areas of concern.

From March 2001 parents found guilty of school attendance offences could be subject to a penalty of up to £2,500 and / or a period of imprisonment for up to three months.

10.2. In this school we submit to the DCSF details of the level of absence within the school. School's are required to disclose how many half days were missed due to authorised and unauthorised absence. For more information see the National Absence Tables available on the DCSF website.

Data is collected by the Attendance Co-ordinator using the School's Information Management System.

10.3. The Headteacher will ensure that the Governing Body has submitted annual targets to the Local Authority. Targets will be set by 31st December each year. The Education (Local Authority Performance Targets) (England) Regulations 2005 place a statutory requirement on Local Authorities to set targets and submit information to the Secretary of State by 31st January each year.

Mrs H Cliff
Headteacher

Mr Peter Brooks
Chair of Governors