



## **Attendance and Absence Monitoring Policy**

At Graiseley Primary we believe that

- It is the responsibility of staff, parents and children to promote good attendance.
- Good attendance helps to promote good attitudes and behaviours which prepares children to take an active and responsible part in the adult world.
- Poor attendance and punctuality can seriously hinder a child's progress and undermine learning.
- Children who have poor punctuality disrupt others' learning by interrupting lessons and breaking concentration.
- Children who are not at school maybe at risk in the community.

### **Aims of Policy**

- To ensure that staff, parents and pupils realise the importance of attendance to the overall achievements of pupils in school.
- To promote a positive attitude towards attendance and good time-keeping with staff, pupils and parents.
- To monitor and organise procedures to encourage positive attendance.
- To communicate clearly to parents the school's policy for attendance and good time-keeping and to make them aware of the school's procedures over a given period of time.
- To ensure that non-attendance (and poor punctuality) is effectively monitored and absences followed up promptly.
- To support families and pupils who are having difficulties attending and arriving on time.
- To create a climate and system which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.

### **Roles & responsibilities**

#### **LA (Local Authority)**

The LA has a duty to

- Ensure that all pupils attend regularly.
- Help schools improve attendance.
- Support individual pupils.
- Collect and publish required data.



## **Attendance and Absence Monitoring Policy**

### **Parents**

- It is the legal duty of all parents to ensure that their children are in receipt of appropriate education.
- Parents should notify school on the first day of absence and provide reasons for that absence.
- No holidays will be authorised in term time; only special circumstances will be considered by the Headteacher and Governors.
- Parents should ensure that children are in school at the stipulated times.

### **Staff (Head/Deputy/Other Staff)**

- The Headteacher may authorise absence due to ill health or other unusual circumstance.
- The Headteacher ensures that parents are informed about session times, term dates, additional day's closure and procedures for contacting school about absence or lateness.
- Governors are informed by the Headteacher as to the procedures in place to monitor attendance; the attendance and absence levels.
- The school uses established monitoring systems to analyse attendance in order to report to parents, the LA and DfES.
- Staff keep an accurate register of attendance, with registration twice daily and should be vigilant in monitoring and reporting absence in accordance with school procedures.

### **Procedures for monitoring absence**

- Staff are given guidance on completion of the register on computer (see appendix 1) and it is their duty to ensure that the registers are maintained accurately and regularly.
- Absence notes in first instance to be sent to school office to be logged. Office will log reason on SIMs pupil's notes. Originals will be retained for 3 years.
- Key information should then be passed to the Headteacher/Attendance Officer and retained on the child's SIM attendance file.
- On the first day of absence the appointed Attendance Officer (office) will text message home to ascertain the reason for the absence; updating register accordingly.
- If no reply a phone call will be made.
- If no reply a home visit will take place as soon as is practical.
- If no contact can be made a referral to social services will be made.
- At the end of the week a letter will be sent home requesting a reason for any unauthorised absence for that week. Returned letters to be given to Attendance Officer (office) to update SIMs records.
- On the second week of any unexplained 3 day absence the Attendance Officer (office) will pass on the name to the HSCLO who will contact parents to establish a reason for absence either by phone, or a Home Visit.
- If the child has a history of extended absence the Attendance Officer, Head teacher will track attendance closely and invite parents in to discuss historical attendance.
- The Attendance team, Headteacher will check attendance data regularly and monitor attendance patterns.
- School will report to parents at the end of each term attendance percentage and number of unauthorised attendance for each term.



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- HMSCLO will make individual arrangements for high risk/ vulnerable individual cases.

Action will be taken as follows:

1. Depending on the circumstances informal contact will be made in the first instance, (e.g. A 'phone call or contact on the playground) outcomes will be logged.
2. The school Attendance team will discuss issues around reasons for absence and identify key actions to support family and improve attendance.
3. Parent contracts will be set up and reviewed 6 weekly; advice and support as appropriate.
4. If problem persists the Headteacher will refer to the EWO and make a referral. Or a MAST referral may be made if there are other circumstances.

If a child is repeatedly late the same procedures will be followed.

Staff should note, that in any event, if they are concerned about a child's absence they should immediately inform the Attendance team/ Headteacher.

### **To encourage & reward good attendance**

- Attendance data is assessed weekly and Gold, Silver and Bronze stickers will be given out during Achievement Assembly to the classes with highest attendance percentage to put onto the Attendance board. The winning class will be rewarded termly.
- 100% Attendance Certificate / prize will be given out on a termly basis.
- A family/ group reward will be awarded from random attendance monitoring weeks Goody Friday, whereby children with 100% attendance during that week will be put into a draw for a special prize each half term.
- Children with 100% attendance for the whole year will receive a Mega Certificate and a prize.
- Specific classes could be targeted for a period of time and whole class rewards given.
- Late Clinics / rewards will be arranged for target children with Attendance officer

Staff are also at liberty to use their own reward systems.

- Children who do have problems with attendance should be set individual targets and be given a suitable reward when met.

***Staff should make every effort to make sure that sanctions are not used as the problem lies with the family and not the child.***



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## **Guidelines for using computerised registers**

See Appendix 1

Please note:

- By law, all absences have to be monitored and recorded accurately. Statistics are collated and have to be published regarding unauthorised absences. It is vital that absences are recorded accurately. Please see the codes for recording absence – appendix 3a.
- If parents give no explanation for absence, staff should refer to Headteacher in the first instance.
- If children are repeatedly late the same procedures should be followed.
- A pro forma holiday form is available for parents from the school office. Mark register with 'H' for 'holiday'. See Procedures for Holiday Consent forms.
- Absence letters, information to be entered on SIMS, letters to be kept for 3 years then shredded.
- Any concerns about pupil's welfare, including absence and punctuality, should be discussed with the Headteacher/ HSCLO who will take appropriate action.



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### **Procedures for Holiday Consent**

Dear Parent / Guardian,

I am writing in response to your holiday request for the period \_\_\_\_\_  
to \_\_\_\_\_.

On this occasion I \_\_\_\_\_ the holiday, as your child's attendance is usually good, and presently at \_\_\_\_\_%.

We aim to have 95% attendance over one year, and each day that your child takes off school is equal to almost 0.5% of his/her overall attendance.

It is very difficult for a child to catch up with learning when absent, and the overall effect is that your child may struggle to keep up / understand the next steps in learning.

We do not authorise any holidays in term time.

If you have any further questions please contact the school office to make an appointment with the Head teacher.

Yours Sincerely,