



Keresforth Primary School

**ATTENDANCE AND
TRUANCY
POLICY**

Contents

Mission Statement	Page 3
Aims	Page 3
Communication	Page 4
Registration	Page 5
Concerns	Page 5
Absence through illness	Page 5
Truancy	Page 6
Promoting good attendance	Page 7
Additional Policy for Schools with High Levels of Absence	Page 7
Further information	Page 7

POLICY FOR ATTENDANCE AND TRUANCY

Mission Statement

Keresforth Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Keresforth Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Keresforth Primary School expects all pupils to arrive and leave school punctually and we emphasise this to parents. School starts at 8.50 am for both junior and infants, the school doors open at 8.40 a.m.

All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among the pupils. However, children should not attend school if they are unwell.

Aims

- 1 To improve the overall percentage of pupils at school.
- 2 To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- 3 To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- 4 To provide support, advice and guidance to parents and pupils.
- 5 To develop a systematic approach to gathering and analysing attendance related data.

- 6 To further develop positive and consistent communication between home and school.
- 7 To implement a system of rewards and sanctions.
- 8 To promote effective partnerships with the Education Welfare Service and with other services and agencies.
- 9 To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Communication

Information on punctuality, unauthorised absences and illness is set out in the school prospectus. This emphasises the importance of being at school on time and notifying KPS if a child is absent for any reason.

The importance of regular attendance is discussed and explained at the parents consultation meeting. This reiterates that parents and children should arrive at school on time, so that each child can be given the best possible start to the school day. Parents are asked to share any worries that their child might have in school. Parents need to be aware that even little things can upset children, which means they might become unhappy and might not want to come to school.

Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the head teacher. At this meeting, the importance of regular attendance is always highlighted, together with other school routines.

At this induction meeting, parents are informed that holidays taken in term time will be unauthorised and maybe subject to a LA fine of £60 per child. All parents who wish to take their child out of school for any reason (other than illness) should complete an absence request form. The head teacher may authorise absence in term time in exceptional circumstances only. Each request will be judged on a case by case basis.

All parents whose child's attendance is below 96.8% will be notified termly. This will include both authorised and unauthorised days off. This letter is intended to be a reminder and for information purposes.

Authorised and unauthorised absences are explained to parents. All parents should contact KPS if their child is late or absent. A telephone call is acceptable. Alternatively, when their child returns, parents should send a letter to school explaining their absence. Parents may call at the school to see the class teacher to notify their child's non attendance. The class teacher keeps these records. All information is used for class registers. If no notification is received about a child's absence, the school administration officer or EWO contacts the parent or guardian.

Registration.

KPS uses a computerised registration system and the Register is completed daily, registration closes at 8.55am. If a pupil arrives late they will receive a late mark between 8.55 and 9.25 a.m. Pupils who arrive after 9.25am will receive an unauthorised absence mark. All pupils that are late must report to the office and minutes late will be recorded. These will be given to parents on the child's annual report and if they are concerning parents will be asked to come in and explain their child's lates.

If a child receives more than 10 late marks in a term parents will be contacted to inform them of this and to see if there is any way school can support them. This will also be reported to the EWO.

The school office is responsible for collating Attendance Records in school and notifies the head teacher if there is any reason for concern. At the end of the year each child's attendance is analysed and a copy given to parents with their child's school report.

Concerns.

The attendance record is examined regularly by both Headteacher, Learning mentor and EWO. If there is frequent pattern of absence from school the head teacher will telephone or write to the parents to ascertain the reason for persistent absence. If there are concerns about a child's non-attendance or punctuality, the class teacher consults the head teacher immediately. Details of attendance or late percentage are extracted from the computer database. If absences or unpunctuality persist the head teacher contacts the Education Welfare Officer.

Parents who condone absences and keep their children off unnecessarily may receive formal warning of a fixed penalty notice.

The Education Welfare Officer meets the head teacher on a regular basis to discuss attendance issues offering action, advice and support.

Absence through illness.

KPS continues to provide as much education as the child's medical condition allows to keep up the momentum of their learning.

KPS monitors attendance of those pupils that are absent from school because of short term or chronic illness, and close links are maintained with parents.

Educational support including the provision of work and materials is provided for those pupils who are absent from school, with medical conditions for more than ten days. The teaching staff liaise with medical advisors and home tuition providers, so that, during prolonged absence, pupils receive suitable work for their age and ability.

The reintegration of children in to school after a long absence, through ill health is considered a high priority. The school consults parents about general concerns, medical issues and the timing and pace of return. Staff, including the class teacher, teaching assistants and home or hospital tutor meets to discuss the return to school. Friends and other pupils are encouraged to help the child settle back in school. Extra support is provided subject to available recourses after an analysis of the child's needs.

Truancy

All staff at KPS believes in importance of continuity in every child's learning. Staff are also concerned about each child's safety, welfare and happiness. Although truancy is very rare at KPS if staff are suspicious that a child might be playing truant, action is taken immediately.

If truancy is suspected, the head teacher and the Education Welfare officer are notified. Parents are contacted, either by telephone or home visit. We encourage parents to bring their child to school, so that reasons for truancy can be discussed and, we hope, resolved. If the head teacher is unable to talk to the parent(s), he or she talks to the child to find out if they have any worries or problems in school that might make their child not want to attend. If problems are identified, these are discussed and resolved with the class teacher/member of staff/other pupils.

At KPS we endeavour to discover, through discussion with the individual pupils, classes and the school councils, what the children like and dislike about school. The staff consider the children's opinions and, if possible, adjustments are made to teaching and learning procedures and the school environment.

Promoting good attendance and punctuality.

Assemblies

The head teacher talks to children in a school assembly about attendance. Individual assemblies on everyday matters relate to attendance, such as, time keeping, excuses, illness, what KPS can and cannot change.

Rewards

- Certificates are presented to those children with full attendance during the year.
- Class with highest attendance for week are recognised on a weekly basis and Mr Mumbles the bear visits the class for the week.
- Certificates are presented to children with good attendance during the year (i.e. those whose only absence has been due to unavoidable medical appointments).

Additional Policy for Schools with High Levels of Absence

Pupils who have not arrived by 10am and for whom no message of explanation has been received are followed up immediately. The parents sent a text message at home/work on their mobile phone. If there is no response to the text a letter will be sent home asking parents to explain the absence.

Further Information

Useful Documents and Recourses

DFES - Consultation on the Education of Sick Children 2001

DFES - LEA Behaviour Support Plans (Circular 1/98)

DFES/Home Office - Social Inclusion; Pupil Support (Circular 10/99)

DFES - Tracking Truancy Together