



DRAX COMMUNITY PRIMARY SCHOOL

Attendance Policy

Date of ratification by Governing Body: 2015

Signed: S. Pagliaro (Chair of Governors)

Signed: CM Habbishaw (Headteacher)

Date for next review.....



Drax Community Primary School

Attendance Policy

Statement of Intent

Here in Drax Community Primary School we believe that regular attendance at school is essential to promote the education of all pupils. The school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

Aims

To work in partnership with parents/guardians, pupils and teachers to

- support pupils and/or all parents to address situations that may impact on attendance and the support they require both from school and external agencies to ensure that the best possible levels of attendance can be achieved
- ensure that all pupils have the opportunity to attend school feeling safe and secure.
- remove the barrier to poor attendance and the resulting impact on the pupils life chances
- ensure that all statutory guidance for attendance is in place and is clearly understood by the appropriate stakeholders.
- ensure that attendance is a high priority for all stakeholders and that in promoting high levels of attendance the connection between excellent attendance and high achievement is embedded in all practice

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, either in writing, or phone call.

A child registered at school can legally miss school in only very limited circumstances. These include:

- when the child is too ill to attend
- when the school has authorised the absence beforehand

Authorised Absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation from the parent/carer as a satisfactory reason for absence. The following reasons are those given by the DCSF:

- Illness
- Family bereavements
- Medical and dental appointments
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

Unauthorised Absence is where the school has not given approval for the absence. The following reasons are those given by the DCSF:

- Holidays during term time
- Shopping trips

- Minding the house or looking after siblings
- Lateness (pupils arriving to school after registration closes – i.e. after 9:30am)
- No reason given
- Staff believe that reason given is not genuine or valid

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together - this is nearly always successful. If difficulties cannot be sorted out in this way, the school will refer the child to the Education Welfare Officer (EWO) from the Local Education Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, **these** Officers will use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

Alternatively, parents or children may wish to contact the ESW themselves to ask for help or information. They are independent of the school and will give impartial advice. **Lis Grimshaw: 01609 536819 or 0790949359**

Procedures in school

School starts at 9:00am and 1pm promptly. Staff are on duty from 8:50am. Those children who are not present to answer their names but arrive before **9.10am or 1.10pm** will be marked as late **and the minutes recorded**. Any child arriving later than 9.00am/1pm should enter school via the main entrance and report to the school office. If accompanied, a parent or carer should give a reason for lateness which will be kept and recorded.

The registers close at **9.10am /1.10pm** and any children that are not marked as present by this time will **be dealt with under the procedures outlined on the First Day of Absence Flowchart, see appendix A. See appendix B for codes to be used.**

The registers will be kept in school for eight years and any letters/record of phone calls from parents will also be kept for the life of the register.

For pupils attending sessions at a different location, the establishment will be contacted by school to ensure attendance. Parents are responsible for informing school of relevant contact details.

High or Persistence Absence Procedure

A child with attendance below 85% will be classed as a persistent absentee. The head teacher will meet with the parent(s). At this meeting an attendance summary record will be shared and reasons for absence discussed. If appropriate an Action Plan will be agreed and implemented, to improve the child's attendance. For persistent absences, the Education Welfare Officer will be involved.

Responsibilities

Those people responsible for attendance matters in this school are:

Class Teacher/Teaching Assistant - are key with regards to managing attendance as they have daily contact with the children and complete the registers twice daily, at the start of the morning and afternoon sessions. They will be informed of any reasons for absence received by the office and will make the decision whether to authorise it or not and what code should be applied. If they feel unsure this can be discussed with the Head teacher. At the discretion of the school in certain cases where absence is sustained, work may be sent home for the child to complete.

Admin Staff - will make the first day of absence phone calls/texts. If parents make contact with the school office to inform us about the reason for their child's absence this will be recorded on SIMS. They will send a letter to any parents whose children have absences marked with an 'N' offering them the opportunity to give an explanation for this absence. They will also record all children arriving late to school who report to the office.

Head teacher-will receive updates regarding concerns about individual children's lateness or absence, which will then be followed up accordingly. The Head teacher will also be responsible for making the final decisions regarding whether to authorise the absence or not.

Education Welfare Officer - makes regular visits to the school to liaise with the Head teacher . A Parent Support Adviser will be referred appropriate cases.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the head Teacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

Agreed: Head teacher

Signed: Chair of Governors

Review Date: March 2016