

Ings Primary School



active minds, active bodies, active souls

Attendance Policy and Procedures

Policy prepared by	Sharon Chadburn
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Mission Statement

An Active 3-D Education

active minds, active bodies, active souls

At Ings Primary School we believe that a child's early education is formative and enduring. The lessons we teach give the knowledge, skills, beliefs and attitudes that inform future choices and life's direction. They enable children to begin to discover who they are and what their place in a rapidly changing world might be. Our work is to provide children with a caring and safe environment in which to discover the adventure that is life.

We make it our mission to enable children to be successful and active participants in their own future, active participants in the futures of their friends, families and local community and active participants in the future of the world that they will inherit from us.

We make it our mission to enable children to be active participants by delivering a "3-D Education". We believe that such an education will lead to the highest possible academic standards and provide relevant opportunities to learn that will increase the life chances of all our pupils.

First Dimension: Active and healthy minds. We will promote the development of an intellectual ability, giving opportunities to be inquisitive, enquiring, enterprising, reasoning and ambitious.

Second Dimension: Active and healthy bodies. We will promote the development of physical ability, giving opportunities to take part in sport, competition, growing activities, cooking and making things.

Third Dimension: Active and healthy souls. We will promote the development of the soul's aesthetic ability, giving opportunities for each child to engage in the arts, culture, democracy and to develop a deep understanding of being a citizen of the UK and the world.

We will deliver our mission by teaching the Statutory Framework for the Early Years Foundation Stage and the National Curriculum as our core curriculum, and we will augment it with the four strands of the Open Futures approach;

Ask It – philosophical enquiry

Grow It – growing healthy food and a healthy natural environment

Cook It – creating healthy and nutritious meals

Film It – communicating in a digital age

1 Legal framework

By law all children of compulsory school age (between ages 5 and 16) must receive a suitable full-time education. Section 444 (1a) of the Education Act 1996 requires children and young people of compulsory school age to regularly attend the school at which he/she is on role. It states if 'the parents know that his/her child is failing to attend regularly at school without reasonable justification to cause him to do so, he/she is guilty of an offence'.

Ings Primary School has effective systems and procedures for encouraging regular attendance and investigating the underlying causes of poor attendance. As a school we are responsible for identifying the role of all members of staff who play a part in the registration procedure.

2 Attendance Matters

Ings Primary recognises the link between high attendance and high achievement and promotes the following:

- Partnership between parents/ pupils/ governors.
- Expectation of high level of attendance (current target is 96%).
- Opportunities for each pupil to realise their full potential.
- Raising levels of achievement.
- Celebration of attendance and achievement.

3 Procedures

3.1 Registration

The school office prints an Evacuation Report in event of emergency/fire.

The register is taken electronically twice daily – once at the start of the morning session (8.55 a.m.) and once at the start of the afternoon session (KS1 - 13.00 & KS2 – 13.15). The register remains open for 30 minutes; in circumstances such as bad weather or public transport difficulties, the register may remain open for slightly longer.

The class teacher has responsibility to record each pupil as present or otherwise on SIMS (for a full list of codes, see Appendix A). Any late arrivals are recorded by the office, who must also amend the register to record any notifications of illness, medical appointments, etc. they may have received either by telephone, in person or by letter.

3.2 Punctuality

Punctuality is taken very seriously by Ings Primary School and the parent of any pupil arriving late more than five times per half term is sent a letter outlining the effects that low attendance and punctuality could have on their child's achievements (see Appendix B).

Any pupil who arrives at school 5 minutes late is recorded as late (L). Pupils arriving after the register has officially closed are recorded as U.

All pupils arriving late at school have to report to the school office, where the register is amended to record the pupil as late rather than absent.

3.3 Follow-up procedure

A telephone call is made to the parent of any pupil who is not in school and for which no reason for their absence has been received by 10am on the first day of absence. Parents receive frequent reminders through newsletters, etc., of the need to advise school at the earliest opportunity of a pupil's absence. If the office is unable to reach a parent to ascertain the reason for a child's absence and no letter is received on the pupil's first day back at school, a letter is sent to the parent requesting a reason for the absence.

3.4 Monitoring poor attendance

Any child whose attendance is below 90% is identified and monitored weekly if the school is unaware of any specific issue that may explain the level of absence.

Alongside weekly reporting to the Head of School/Assistant Headteacher, the school's Attendance Clerk monitors any child whose attendance is a matter for concern. A report of all children with attendance below 85% is discussed with the Head of School/Assistant Headteacher and Emotional Wellbeing Officer, who will offer the family support and assistance to achieve improved attendance.

Any child whose attendance is below 85% and continues to give a cause for concern is identified and referred to the Head of School/ Assistant Head and EWO.

When a pupil has 20 sessions of unauthorised absence in any term, the HT/AHT/EWO will consider issuing a Penalty Notice. This action is never taken lightly and we would far rather work with parents/ carers to improve attendance without having to resort to any enforcement actions. If, however, attendance shows no sign of improvement then the parent will receive written advice of the possibility of a Notice being issued. This details the extent of the child's absences and gives the parent a period in which to effect an improvement.

If, even after a Penalty Notice is issued, attendance still does not improve, further action will be taken.

3.5 How does the school promote good attendance?

Ings Primary School uses the following initiatives to promote good attendance:

- Attendance certificates are issued termly and annually for 100% attendance with the incentive of an end of year celebration trip e.g. bowling and pizza.
- Monthly 100% attendance raffle
- Attendance celebration board
- The use of school promotional material, parent evenings, home/ school agreements to engage parents/ carers.
- Using school assemblies to raise awareness around school.
- Communicating clearly with pupils and parents about the consequences of condoned absence and lateness (see Appendix 2).
- Promoting positive staff attitudes to pupils returning after absence.
- Having procedures in place which allow absentees to catch up on missed work without disrupting the learning of other class members.
- Providing information about the range of support services that parents can access.

3.5 Term Time Holidays

No holidays should be taken during school time as this will be classed as an **unauthorised absence**. The Headteacher/ Assistant Headteacher will only authorise this in exceptional circumstances. Unauthorised holiday absences will be referred to the local authority and will result in a penalty notice.

Appendix A

FULL LIST OF ATTENDANCE CODES USED AT INGS PRIMARY SCHOOL

CODE	DESCRIPTION	MEANING
/	Present (a.m.)	Present
\	Present (p.m.)	Present
B	Educated off site (Not dual registration)	Approved Education Activity
C	Other Authorised circumstances (not covered by another appropriate code)	Authorised absence
D	Dual registration (ie pupil attending other establishment)	Approved Education Activity
E	Excluded (No alternative provision made)	Authorised absence
F	Extended family holiday	Unauthorised absence
G	Family holiday (not agreed)	Unauthorised absence
H	Family holiday (agreed)	Unauthorised absence
I	Illness (not medical or dental etc appointments)	Authorised absence
L	L Late (before registers closed)	Present
M	M Medical/ Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Appendix B

Reward Scheme

Every week we announce the attendance figures in assembly and the top attending class receive a trophy.

Any child with 100% attendance in a term will receive a special mention in assembly and a chocolate award!



Any child with 100% attendance for a whole academic year will be rewarded with a bowling trip and a meal!



We have also introduced a monthly 100% attendance raffle, new for January 2020.



Breakfast Club

8.00am—8.55am
(last entry 8:30am)

School starts at 8.55am

Doors open at 8:50am

Lunch for Foundation Stage

11:30am—12:30pm

Lunch for Years 1 & 2

12:00pm—1:00pm

Lunch for Years 3, 4, 5 & 6

12:15pm—1:15pm

School finishes at 3.15pm

After school club

We also offer an after school club for working parents until 6pm. Please see Mrs Farn for more details.

ATTENDANCE GUIDE

'In it to win it'



☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆
 ☆ A guide for you to ☆
 ☆ help your child ☆
 ☆ achieve a good ☆
 ☆ education by ☆
 ☆ attending school ☆
 ☆ every day. ☆
 ☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆☆

How We Record Absence

Absences are recorded as authorised or unauthorised.

A child too ill to come to school, whose parents/carers inform us of their absence, will receive an authorised absence mark.

A child who is not in school and whose parents/carers have not contacted school regarding the absence will receive an unauthorised absence mark. An unauthorised mark will also be recorded if the nature of the absence was unacceptable.

If the number of unauthorised absences for a child reaches 20 Sessions (1 day = 2 sessions) in a term the case will be referred to the local authority.

When a child arrives at school after the register has been closed an unauthorised late mark is recorded.

ABSENCE PROCEDURES

SICKNESS

Parents/Carers must contact school on the day of the absence. This can be done by a phone call to school or a verbal message. When you call school choose option 1 to leave a voicemail message.

APPOINTMENTS

Whenever possible appointments should be made outside school hours. If this is not possible please inform the school office. Your child must return to school after the appointment.

HOLIDAYS

No holidays should be taken during school time as this will be classed as an unauthorised absence. Unauthorised holiday absences may result in a penalty notice of £60 per adult per child.

ATTENDANCE TARGETS



Attendance of 96% or above is **GOOD**



Attendance of 90% - 95% is a **cause for concern** and needs to improve.



Attendance below 90% is **poor** and is closely **monitored**.

96%!

- Our Attendance Target for this year is 96%.
- Last year our attendance was 96%.
- So far this year our attendance is 95%.