



All Saints Church of England Primary School, Carshalton

Policy for Attendance

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Agreed by staff -2003

Reviewed - Summer Term 2010, Spring 2012, Spring 2014, Spring 2017

Next Review - Spring 2020

Good Attendance

We believe that good attendance is essential if children are to take full advantage of school and gain the educational and social skills that will equip them for life.

The school aims to achieve good attendance by staff, pupils, parents and the Attendance Officer working in partnership. We will monitor and work quickly to solve problems.

Punctuality is an important facet to attendance and is covered by this policy.

The attendance policy is based on the premise of equal opportunities for all.

We aim to:

- Promote good attendance
- Help every child to achieve their potential, unhindered by unnecessary breaks in their school life
- Demonstrate that good attendance is valued by the school
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

To achieve this we:

- Help children to be aware of the importance of regular attendance and punctuality by class discussion and by using a rewards system;
- Maintain communication with parents in relation to their child's attendance
- Recognise and support the key role of all staff in promoting good attendance
- Continue regular contact with the attendance officer.

Rewards for good attendance:

- Classes are rewarded every week in Assembly for excellent attendance and punctuality through the presentation of our attendance teddy 'Justin Time'
- Children with 100% attendance in any term will be presented with a certificate in Assembly at the end of term
- Children with 100% attendance for the year will be presented with a certificate at the end of year Assembly.

Poor attendance:

If a child has an attendance of less than 90% then the head teacher will contact the parent by letter, inviting them into school to discuss their child's attendance. The DfE deems a child with an attendance level of less than 90% to be a persistent absentee.

If attendance does not improve, the Head teacher may refer the parent/carer to the Attendance Officer who will contact the family.

Responsibilities

The Head teacher is responsible for:

- The attendance policy and reporting to governors
- Organisation of rewards for good attendance
- Liaison with the Attendance Officer
- Supporting staff in monitoring and dealing with problems
- Supporting families in sorting out any problems working against good attendance
- Publicising facts and figures with regard to the school's attendance record in reports to parents and governors
- Responding to requests for absence from school

The class teacher is responsible for:

- Ensuring that the online register is completed accurately at the beginning of each session
- Ensuring that written and verbal messages on attendance reach the office
- Liaising with the office and Head teacher over concerns about attendance
- Ensuring that the delivery of the curriculum is challenging, interesting and stimulating so that children want to attend regularly
- Ensuring that the ethos in the classroom is supportive of good attendance

The family is responsible for:

- Making sure children attend regularly and punctually unless prevented by illness or a medical appointment
- Making sure children are in class by 8.55am, so that learning can start at 9.00am
- Letting the school know on the same day why a child is away
- Talking to the school as soon as possible about any child's reluctance to come into school so that problems can be quickly identified and dealt with

The school office staff are responsible for:

- Entering reasons in the register and updating any additions brought to their attention by the class teacher
- Drawing the Head teacher's attention to any concerns in a child's attendance (under 90%) or punctuality

Procedures

- The office will telephone the parents on the first day of absence, if notification has not been received by 10.00am for all children
- This will be followed up with an email if parents do not contact the school after a phone message has been left
- If no reason has been given for a child's absence within seven days, it will be recorded as an unauthorised absence
- Absences for holidays will not be authorised during term time (see letter from the Chair of Governors)

Attendance Officer

The Attendance Officer visits the school once a term, looks at the registers and discusses any attendance concerns the school may have. Some absences will have valid reasons (in hospital, chicken pox, etc.) Other reasons, such as consistent patterns of absence, a Monday and Friday pattern, are investigated. Regular lateness is also investigated. Any child whose attendance is below 90% is investigated and parents may be contacted by the Head teacher to discuss the matter.

Advice to Parents

Parents have a legal duty to ensure their school age children attend school.

Punctuality

Parents should ensure that their child attends school regularly and on time. Lateness disrupts a child's learning and the learning of others in the class.

The morning Nursery session starts at 8.55 am and finishes at 11.55am. The afternoon Nursery session starts at 12.15pm and finishes at 3.15pm. School starts at 9.00am and finishes at 3.20pm in the Infants and 3.25 in the Juniors. Children arriving after 8.55am should report to the office to be recorded in the late book. Children arriving in school after 9.10am are recorded as present on the school site but the session is noted as an unauthorised absence unless there is a valid reason e.g. medical appointment, for the lateness.

Absence

The school has a legal duty to record all absences as either authorised or unauthorised. The decision as to whether an absence is authorised or unauthorised rests with the Head teacher.

Authorised absence

This covers:

- Sickness
- An event organised by and through the school
- Funerals
- Investitures of the sovereign
- Examinations
- Non-routine appointments
- Educational interviews

Unauthorised Absence

The following are not considered valid reasons for children being absent from school

- Going shopping
- Visiting relatives
- Birthday treat
- A day out
- A parent or sister/brother unwell
- Holidays
- Weddings

Reporting absences

Parents should telephone the school on the first morning of absence from 8.30am. Parents should inform the school in writing using the absence request form as soon as possible, and certainly before the absence if a child needs to be absent for other reasons, e.g. a medical appointment, exam. Concerns over absence and punctuality are reviewed by the Head teacher, who may wish to contact a parent to discuss this matter. Serious concerns may be referred to the Attendance Officer. Any parental concerns, which may be affecting a child's attendance at school, should be discussed with the Head teacher as soon as possible.

Attendance Codes

Key to Codes		
/ Present (am)	I Illness (not medical/dental appointments)	T Traveller absence
\ Present (pm)	J Interview	U Late (after registers closed)
B Educated off site (not Dual reg.)	L Late	V Educational visit
C Other authorised circumstances	M Medical/Dental appointments	W Work experience
D Dual registration (attending another establishment)	N No reason yet provided for absence	# School closed to pupils & staff
E Excluded (no alternative provision made)	O Unauthorised absence (not covered by any other code)	Y Enforced closure
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence
G Family holiday (not agreed or days in excess)	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend/no mark recorded