



# **New Invention Junior School Attendance Policy Sep 2019**

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<b>Staff Name</b>	<b>Last Open</b>	<b>Signature Date</b>
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Ellie Wheeler	08-10-2019	08-10-2019
Emily Cook	06-11-2019	06-11-2019
Helen Ash	25-09-2019	25-09-2019
James Shea	25-09-2019	25-09-2019
Jas Chima	06-11-2019	06-11-2019
Kate Meredith	25-09-2019	25-09-2019
Kelly Jo Vickers	Not Yet	Not Yet
Liz Oliver	27-09-2019	27-09-2019
Paul Jeavons	25-09-2019	25-09-2019
Rachel Jackson	26-09-2019	26-09-2019
Rebecca Longmore	30-09-2019	30-09-2019
Bal Kaur	27-09-2019	27-09-2019
Catherine Service	Not Yet	Not Yet
Claire Rigby	Not Yet	Not Yet
Emma Adams	Not Yet	Not Yet
Ingrid Jackson	Not Yet	Not Yet
Jo Allison	05-10-2019	05-10-2019
Julie Hedges	27-09-2019	27-09-2019
Nicola Dicken	Not Yet	Not Yet
Nicola Wright	Not Yet	Not Yet
Dave Slawson	Not Yet	Not Yet
Lynn Needham	30-09-2019	30-09-2019

# **ATTENDANCE POLICY**

## **INTRODUCTION**

School is striving to achieve full attendance for our pupils, with a current target figure of 97.25%. The Head Teacher places great emphasis on regular attendance which is essential in promoting the education of all pupils AND is a legal requirement. Our School's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. Our policy therefore reinforces the importance of punctual and outstanding attendance through positive strategies that support pupils and parents. School also acknowledges that irregular attendance can seriously disrupt continuity of learning, undermine educational progress, and lead to underachievement and low attainment. School will take appropriate action when necessary in order to promote the aims of the policy.

## **AIMS**

- To safeguard children
- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community

## **ROLES AND RESPONSIBILITIES**

The promotion of high attendance is the responsibility of all stakeholders in school.

- **Attendance Team (Deputy Head, Attendance Officer, Care, Guidance and Support Manager and Office Manager).**
  - To support the whole school response to attendance through regular meetings and monitoring individual children's attendance by actioning school procedures and policies.
  - To review and update attendance information for parents, including preparation of our Attendance and Punctuality Advice leaflets.
  - Analyse attendance data and provide reports, which support school staff in monitoring and interventions.
  - To carry out home visits when referrals are made by school.
  - To organise and attend school attendance panels.
  - In partnership with the office staff, monitor and track attendance patterns and liaise with and support parents when attendance is an issue.
  - To organise and run a weekly attendance rewards.
  - School staff may undertake home visits to monitor and promote attendance and punctuality.

## **ABSENCE**

### **Lateness**

- Pupils arriving after the register has been marked at 8.55 am, will be considered as late and must report to the school office and sign in on the computer inventory system. Action to address lateness will be taken in line with the school's strategy to improve punctuality.

### **Illness**

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence. If deemed appropriate by office staff, this notification will be sufficient for the first three days of the absence period.
- Any absences over 3 days/6 sessions must be supported with medical evidence. This needs to be GP/hospital appointment card/letter or a prescription copy.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence. If no contact then a home visit will be done where possible/suitable.
- If any member of staff is concerned about a reason for absence, Deputy Head Teacher or Head Teacher should be informed.
- School staff may undertake home visits to monitor and promote attendance and punctuality.

## Medical or Dental Appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours.

## Term Time Absence

Current guidance from both the government and our local authority no longer allows us to consider requests for leave of absence during term-time. The ability to authorise up to ten days per year has been removed; therefore leave of absence for family holidays or weddings is no longer an entitlement. Leave of absence may only be granted in **very special circumstances**. School is in session for 190 days a year leaving parents a further 175 days a year in which to have days out together and take a holiday.

If you find your family circumstances necessitate a request for a leave of absence during term-time, a request must be made before in writing to the Head Teacher to explain the unexpected or exceptional circumstances that make the request unavoidable. When requesting an authorised leave of absence, please make sure you give sufficient details about why the absence cannot take place at another time.

If the absence is not authorised, but the leave is taken anyway, the case will be processed by the Local Authority, who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

## REPORTING TO PARENTS AND CARERS

At the end of the academic year, parents receive their child's report detailing their attendance. In order to give parents/carers a benchmark to their child's attendance in relation to other children in the school and nationally the following grades will be used:

Attendance	100%	98-99.9%	97.25-97.9%	94-97.24%	Below 94%
	Excellent	Good	Satisfactory	Need to improve	Concern

## REWARDS

Appropriate rewards will be given to children to promote good attendance.

Last reviewed Sep 2019

To be next reviewed in Sep 2020