



Southfield

PRIMARY ACADEMY

Southfield Primary Academy

Policy Document

Policy
Attendance

Governor/Committee Link	Learning Committee
Completed by	Jane Cartlidge, Headteacher
Date	September 2014

Ratified by the Full Governing Body	
Date	25 th March 2015
Name	Lee Marland
Signature	
Position	Chair of Governors

Policy Review Date	September 2015
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Introduction

It is a government legal requirement that all children attend school for 190 days. It is a government requirement that we monitor attendance and apply the legal requirement.

The attendance rates for the last three years for Southfield Primary Academy are as follows:

	Overall Attendance	
Year	National Average	Southfield
2011-12	94.9%	93%
2012-13	95.6%	95%
2013-14	95.2%	94.6%

This year, Southfield Primary Academy is striving to achieve our goal of 96% attendance, it is our policy that no child's attendance should fall below 96% in order for this happen.

Southfield Primary Academy recognises that good attendance is central to raising standards and pupil attainment.

This policy is written with the above statement in mind and this policy underpins our school ethos

to:

- Support pupils and their parents/carers in our establishment of the highest possible level of attendance and punctuality;
- Promote children's welfare and safeguarding;
- Ensure every pupil has access to the full-time education to which they are entitled;
- Ensure that pupils succeed and realise their full potential whilst at school;
- Make parents/carers aware of their legal responsibilities.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have a full and equal access to all that the school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly

Expectations

We expect that all pupils will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day (ie; pe kit, reading book etc).

We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school daily of any absence, before 9.30 am.
- Notify school immediately of any changes to emergency contact details.

We expect the school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Keep regular and accurate records of individual attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the % attendance of all pupils.
- Inform parents / carers via a series of letters regarding their child's punctuality and poor attendance.

Registers & Punctuality

Punctuality to school is crucial. Lateness into school causes disruption to that individuals learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

All children should be in the playground ready to come into school at 8.55am.

The bell will ring at 8.55am, at this time the children should have said their goodbyes and be lined up with their class in the correct place.

The children will be collected by their class teacher and taken into school where the register will be taken at 9.00am; the register will then be closed, this is a legal requirement.

A child arriving after 9.00am will need to report to (all but our eldest will be accompanied by a parent or carer) to school via the front entrance.

The child's name and registration class will then be logged in a late book along with the reason and time; your child will then receive an L code, which means your child has received a late mark for that session. Should your child arrive after 9.30am your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child's annual attendance.

The attendance team of Headteacher, Deputy Headteacher, School Business Manager and School Administrator will monitor all pupils' attendance on a weekly basis.

Other reasons for absence

From time to time children need to be absent from school for other reasons such as medical appointments. Such absences usually only take up part of a day. School should be informed of such absences by telephone or in writing in advance when possible, with accompanying documents. Children should be brought in to school for morning registration and back to school straight after the appointment. Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason the child should be returned to school directly after the appointment.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given (only given in special circumstances). This type of absence can lead to the Local Authority using sanctions and / or legal proceedings.

- Parents / carers keeping children off school unnecessarily;
- Family Holidays;
- Absences which have never been properly explained;
- Shopping, looking after other children or birthdays.

The Department of Education has from the 1st September 2013 announced that parents have no entitlement to take their child out of school for a holiday during term time. Any application for leave must only be in exceptional circumstances and must be made in writing to the school office (or in person for any parent experiencing language or communication difficulties). The Head Teacher and the attendance team will meet to discuss any application and decide if it warrants exceptional circumstance. It is possible that parents may be fined by means of Penalty Notices or Prosecutions in the Magistrates Courts by the Local Authority for taking their child on holiday during term time without consent from the school. Parents need to be aware that the initial Fixed Penalty Notice of £60.00 is issued to each parent for each child (two parent family, two children = £240.00).

Any problems with regards to attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem.

Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to a child's education and we need parent's fullest support and co-operation to tackle this. We as a school monitor all absences and the reasons given thoroughly. Any case that is seen to have reached PA level or is at risk of moving towards that level, is given priority and we will seek to take action immediately.

Attendance Percentages described by the Department of Education and OFSTED are as follows:

- 99% - 100% Excellent
- 97% - 98% Very Good
- 96% - 97% Good
- 94% - 95% Developing
- 92% - 94% Poor
- 92% or below Unacceptable

For the last 3 years, the attendance at Southfield Primary Academy has been below that of the national average and is in the bottom 40% of all schools. For this reason, the targets set for the current academic year are as follows (please note that the overall attendance rate is a cumulative percentage).

Autumn Term	95%
Spring Term	95.5 %
Summer Term	96%

It is therefore intended that the overall attendance for the academic year (as well as the rates for unauthorised absences and for persistent absenteeism) be at least in line with national averages.

Punctuality Percentages are worked out as follows:

- 0 Late Marks – Excellent

- 1 Late Marks – Very Good
- 2 Late Marks – Good
- Up to and including 10 Late Marks – Developing

More than 10 Late Marks – Poor

Celebrating Achievements

All children achieving 100% attendance at the end of each 2 terms (Christmas, Easter & Summer) will be rewarded for their valuable efforts. They will each receive a certificate signed by the Head Teacher during a special celebration assembly at which parents and carers will be invited to attend.