



Attendance Policy

Date Produced	Autumn 2016
Date Ratified	Autumn 2016

1 Aim and objectives

Rationale

This policy has been written to promote good attendance in school and to formalise the procedures if a child's attendance is causing concern.

Aims

At Inspire Multi Academy Trust, we aim that our children: -

- Are tolerant, sensitive and understanding, showing respect for the rights, views and property of others
- Develop a responsible and independent attitude towards their work and towards their role in society
- Achieve their full potential in terms of academic achievement, aesthetic appreciation and spiritual awareness

All members of the school community work towards the school aims by: -

- Valuing children as individuals and respecting their rights, values and beliefs
- Fostering and promoting good relationships and a sense of belonging to the school community
- Providing a well-ordered environment in which all are aware of behavioural expectations and are supported to meet these expectations
- Offering equal opportunities in all aspects of school life and recognising the importance of different cultures
- Encouraging, praising and positively reinforcing good relationships, behaviour and attitudes
- Working as a team to encourage and support each other

As a school we aim for an attendance rate of 96%+ to help all children achieve their full potential as we recognise that this can only be achieved by maximising the number of sessions children attend school.

Objectives

- To ensure rigorous systems for recording attendance in school are maintained
- To formalise the analysis of attendance data to be used for action planning
- To formalise the rewards used to recognise good attendance
- Identify and clarify the role of parents in promoting good attendance.
- To set out triggers at which formal monitoring of attendance will be initiated

- To set out triggers and procedures to deal with non-attendance at school
- To ensure the welfare and safety of all children in school

Recording Attendance Data

Records of attendance are recorded at the beginning of the morning and afternoon sessions. Registers are marked either with a pencil and then entered manually onto SIMS (Farringdon, New Penshaw and Plains Farm) or an electronic registration through e-schools (Fatfield) and Sims (Burnside) is used which is sent through to the school office electronically on completion.

. It is the responsibility of the class teacher to count the number of children attending on a daily basis. Absences are recorded and authorised by either the office staff or class teacher depending on whom the parents contact. These records are to be retained by the school office. Records of children coming into school late are also kept in the school office.

If there is no reason for the absence given, either verbally or by letter then contact will be made on the first day by the school office. If by the second day we still haven't received any contact it is the class teacher's responsibility to contact the parent. On the third day, if still no contact has been made, the class teacher must inform the Attendance Lead who will then contact the Attendance Officer.

Detailed records are kept for specific children who have poor attendance/punctuality by the Class Teacher and Attendance Lead. This provides evidence for non-attendance procedures.

Holiday forms are sent to the school office. In line with the new Government objectives, holidays in school term time can no longer be authorised, except in exceptional circumstances. It will be up to the discretion of the Headteacher to decide what warrants exceptional circumstances.

On a weekly basis, usually a Monday the school office runs a report for all classes detailing individual children's attendance for the previous week.

Attendance Data

Attendance data in school is used to: -

- Reward children for good attendance
- Track children with poor patterns of attendance or punctuality, with the aim of improving attendance and where necessary inviting parents/carers to school for formalised discussions regarding their children's attendance
- Reported termly to the governing body and annually to the DFE for publication

Rewarding Good Attendance

Good attendance in our schools is rewarded in the following ways: -

Farringdon

- Weekly school assemblies where classes who meet their attendance target are celebrated for receiving their chosen reward.
- Termly assemblies where the class with the best termly attendance receives their own reward i.e. Pyjama party, cinema afternoon
- Certificates for children with 100% attendance for each term.
- Annual prize from the school for children with 100% attendance over the year.
- Prize draws for pupils with periods of 100% attendance

New Penshaw

- Weekly Class assemblies where the children with 100% attendance receive a sticker for their race car and children with the most stickers at the end of the half term receive a small prize.
- Weekly school assemblies where the class with the best attendance moves along the whole school race track and they receive extra playtime
- Termly assemblies where the class with the best termly attendance receives their own reward i.e. Pyjama party, cinema afternoon
- Children receive certificates for 100% attendance each term
- Annual prizes from the school for children with 100% attendance over the year

Plains Farm

- Weekly Class assemblies where the children with 100% attendance receive an award
- Weekly school assemblies where the class with the best attendance receives an award
- Termly assemblies where the class with the best termly attendance receives an award
- Children receive certificates for 100% attendance each term
- Annual prizes from the school for children with 100% attendance over the year

Burnside

- Weekly assembly KS1 and KS2. Each class percentage is marked on whole school display. Class with the best attendance gets extra playtime and a trophy to keep in class.

- Children receive certificates for 100% attendance each term.
- Awards for 100% attendance at the end of the academic year.

Fatfield

- During weekly assemblies, bronze, silver and gold attendance trophies are awarded to the classes who have the highest, 2nd highest and 3rd highest attendance. These trophies are displayed on the classroom doors.
- Weekly class winners have 10 minutes extra playtime during a Friday afternoon.
- Children with 100% attendance for a whole term (any term) receives a certificate and a bronze badge at the end of the term.
- Children with 100% attendance for 2 whole terms (any 2 terms) receives a certificate and a silver badge at the end of the 2nd term.
- Children with 100% attendance for the whole school year receives a certificate and a gold badge at the end of the year.
- Gold badge winners also receive an extra reward such as book tokens or high street vouchers.
- At the end of each term, children who have reached our school target of 97% will be awarded with a certificate.
- Participation in attendance promotion initiatives e.g. Hays Travel scheme

Working with Parents

Parents will be told of the importance of good attendance at all parent's meetings and regular reminders in newsletters. At these times they will be reminded to telephone school on the first day of any absence or if this is not possible by letter on a child's return.

Parents, who persistently keep children at home, are on the attendance monitoring register or find getting children to school difficult will be offered the support of the Attendance Lead/Attendance Officer.

Parents of children who have 96% or less attendance will receive a letter detailing school procedures if they continue to keep their children off school. Parents will also need to provide medical documentation as proof of illness.

Formal Monitoring

The following may trigger formal monitoring of attendance: -

- Attendance falling below 96% either in a given term or over an academic year

- A pattern of broken attendance e.g. frequently missing a particular day or lessons, that gives a pattern of 4 broken weeks in any 10
- Persistent lateness will be monitored closely by the school and formal procedures will commence where a child reaches 4 periods of lateness over a 2 week period

A decision to move into formal monitoring will be taken in association with the Attendance Lead and Attendance Officer. Parents will be informed by letter if their child moves into these procedures.

Formal Non-Attendance Procedures

If after a period of formal monitoring and support, attendance does not improve, a decision will be made by the Attendance Lead/ Attendance Officer as part of their regular discussions to refer to the Local Authority Attendance Team.

Parents should be aware that non-attendance proceedings may lead to them being issued with a Fixed Penalty Notice (FPN) for their child's non-attendance.

- A FPN warning letter may be sent to a parent if their child has 10 or more unauthorised absences during a 10 week period.
- A FPN may be issued to a parent if their child has further unauthorised absences during the 15 school days following the receipt of the final warning letter.
- A FPN may be issued if a pupil has unauthorised absence resulting from an unauthorised holiday in term time
- A FPN currently requires payment of £60 within 21 days or £120 within 28 days, and will result in prosecution for unauthorised absence if unpaid.
- A pupil who takes 10 days holiday during the academic year can only attain 94.7% attendance.
- A pupil who takes 10 days holiday in each academic year could lose the equivalent of 22 weeks (almost 6 months - about 2 terms) during their formal school career.

Non-Statutory School Age Attendance Procedures

- Children who are of a non-statutory school age (e.g. nursery children) will have their attendance monitored on a half termly basis.

Change of School

It is important that if a parent/carer decided to send their child/children in their care to a different school that they inform the Academy as soon as possible. A pupil will not be removed from the school roll until the following information has been received:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- The new home address, if applicable

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not received this information, the matter will be referred to the Inclusion and Attendance Team.

Children Missing from Education

Where children have been identified as being missing from education, the school will follow the procedures set out by the Local Authority and immediately inform the Attendance Team. If the child is subject to a Care or Protection Plan , Children's Social Work Services will be informed.

Elective Home Education

Where a parent/carer elects for the child/children in their care to be home schooled, the trust will follow the procedures set out by the Local Authority. The individual Academy will follow the EST checklist for parents considering to home educate and then make a referral to the Local Authority within 10 days. If the child is subject to a Care or Protection Plan, Children's Social Work Services will be informed.

Attendance Officer

An Attendance Officer will contact parents directly if there are concerns with their child's attendance.

Monitoring

This policy will be presented to governors for annual review and will form part of the children's pastoral care procedures, achievement records, inclusion and safeguarding policy.