

Attendance Policy

Aim

At St. Giles we provide a safe learning environment which encourages all pupils to attend and be punctual whatever their level of ability or specific needs.

Rationale

We believe a positive educational experience helps to give pupils the best possible opportunities to achieve their potential. Regular attendance and punctuality are important for all pupils to maximise their academic, social and personal development.

We believe pupils should attend regularly in order to:

* benefit from the educational opportunities provided
* experience a broad and balanced creative curriculum
* build on their learning experiences to achieve their potential
* develop their social and personal skills
* have their legal entitlement to education

Our objectives are:

1. To improve the overall percentage of pupils attending school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Attendance Service and with other services and agencies.
9. To recognise the needs of individual pupils to support their attendance
10. To provide support for pupils who have extended absence including planned reintegration following significant periods of absence.

# Procedures

### CLASS TEACHER/FORM TUTOR

**General Responsibilities**

* Accurate completion of registers and prompt return to the school office
* Recording of information about pupil’s absence or punctuality
* Sending home correspondence about attendance/punctuality
* Ensuring written notes and appointment information is sent to the school office
* Reminding pupils where appropriate and parents/carers about responsibilities related to attendance and punctuality
* Maintaining contact with pupils and families to support learning and links with school where absence is extended including liaising with hospital schools/home tutors

### Punctuality

The school day starts at 9:15 am when pupils go down to their classrooms. Registers close at the close at 9:30 am. In the afternoon pupils are registered at 1:45.

If a pupil arrives in class after the close of registration they receive a late mark and the time of arrival is recorded on the register sheet. The school office should be informed of all late arrivals.

Class teachers/form tutors are responsible for monitoring punctuality of pupils and alerting the parents and school attendance officer as necessary.

**Absences**

It is the class teachers/form tutors responsibility to ensure that an accurate mark is entered in the register for both the morning and afternoon session each day. In the case of known reasons for absence, they should be recorded on the register sheet by the class teacher/form tutor. If the class teacher/form tutor has cause for concern regarding the attendance of a pupil, it should be reported to the school attendance officer.

The class teacher/form tutor will promote the importance of good attendance and punctuality with parents and carers.

When there is an unexplained absence by a child where there are safeguarding concerns the class teacher/form tutor will refer the absence to the Child Protection Officer (Head Teacher).

Class teachers/form tutors should ensure that all notes and written information from parents about attendance/punctuality is sent to the school office.

**SCHOOL OFFICE**

**Punctuality**

Any pupil arriving after 9:30 am should report to the school office. The office should record time of arrival on the register sheet and enter a ‘late’ mark. Pupils arriving after this time are marked as U; late after registers have closed.

**Absence**

On the first day of absence if the school has not been notified why a pupil is absent the school office will contact parents by phone to inform them their child is absent and remind them of their need to inform the school about absence. This will be followed by a text if no contact is made on the first day.

In addition emergency contacts will be called and further investigation of absence, e.g. checking with medical will be done, to ascertain why the child is absent. A standard letter is sent out if no contact has been made after persistent investigation usually within 5 working days.

If no contact has been made after 5 working days the EWO will be informed via e-mail. When notified of absence reason, the details should be entered on the register sheet on the day of notification.

The office staff will ensure that current contact details are held on central file (SIMS.net) and updated as required.

When written confirmation of absence or appointments has been received the absence will be authorised unless there are attendance concerns which require further confirmation. The office will send a form to parents/carers requesting written reasons for absence if pupils return to school without written confirmation

**MEDICAL/THERAPIES/OTHER AGENCIES**

In order to maintain good communication and support safeguarding of pupils the school will seek further information about known absence and work with these groups to support pupils in attending school. During weekly PCT meetings absence and attendance issues related to specific pupils will be shared and information passed to the AO.

**TRANSPORT**

**Punctuality**

Transport companies are asked to ensure that buses and taxis arrive at school in time to bring their children into school for 9.15 am. Children may be brought into the hall from 9.00am and be supervised by transport staff until the school day starts at 9.15am.

If arrival after 9:15 am is anticipated, guides must inform the school office with an estimated time of arrival. Upon arrival after 9:15 am, guides must report to the office with names of pupils who are late to class.

**HEAD TEACHER**

The Head Teacher will promote the importance of good attendance and punctuality throughout the school and in communication with parents and carers as appropriate.

The Head Teacher encourages good attendance through end of year awards/certificates.

Where other methods of contact have been unsuccessful, the Head Teacher will act as a referral point for persistent non-attendance.

When an individual pupil’s attendance level falls below 92% in any term without good reason. The school will notify the AWO to discuss concerns and agree referrals. Following investigation any unresolved issues could result in the parent receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444.

The Head Teacher will evaluate requests from parents and carers for holiday leave and absence during term time, and give permission provided she is satisfied that the request is potentially beneficial to the pupil. The school follows the Statutory Guidance given in the following document:

**School attendance parental responsibility measures**

**Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police.**

**January 2015**

**ATTENDANCE OFFICER (Deputy Head Teacher)**

The attendance officer (AO) will follow the example of the head teacher in promoting good attendance and punctuality throughout the school. The attendance officer liaises regularly with the administration assistant responsible for attendance, in order to monitor patterns of attendance.

The attendance officer will meet termly with the attendance welfare officer (AWO) to review the schools procedures and records, but will contact the AWO as necessary regarding concerns. The AO will analyse attendance data and identify attendance concerns. She will contact parents about concerns and where necessary makes referrals to the AWO.

**CLASS TEACHER / FORM TUTORS**

The first point of contact for issues regarding attendance and punctuality will normally be the class teacher or form tutor, who will monitor patterns of non attendance or lateness and report concerns to the attendance officer. Class teachers/form tutors may also raise concerns with parents

**ATTENDANCE WELFARE OFFICER**

The school buys into a Service Level Agreement with Croydon EWAS Service. The AWO visits the school to monitor attendance and provide support. She can be contacted at any time by the attendance officer if there are any additional concerns which could incur charges. Formal referrals are made using the standard report form filed in the attendance folder. Where concerns are identified regarding attendance/punctuality then individual plans maybe drawn up between the school/authority and the parent/carer and pupil to promote improvements.

### PARENTAL RESPONSIBILITIES

Parents have responsibility to ensure that their child has full attendance at school and is punctual. Where a pupil is unable to attend school parents must inform the school by telephone on the first day of absence indicating when the pupil will return. Upon the pupil’s return parents will give written confirmation of the reason for absence. Where medical or other appointments are necessary parents must make every effort to arrange these out of school time. If appointments must be made in school time appointment letters/cards must be sent to the school, in advance. If no reason is given for a pupil’s absence parents will be issued with a form to complete and return to school as soon as possible. After 10 school days if no reason as been received, the absence will be recorded as unauthorised but the school will persist in seeking clarification for the absence. Persistent unauthorised absence can lead to a referral to the Attendance Welfare Service. Parents must request holiday leave in writing to the Head Teacher who will consider the request and may grant permission if appropriate. Parents are kept up to date with attendance issues and expectations through the school newsletter and individual letters and texts. They must not assume that requests for absence will be approved all requests are considered individually.

**Returning to school after hospital admission**

Before pupils return to school after surgery or illness in hospital parents or carers need to ensure that any care plans are updated and all professionals are informed of any changes required to the pupil’s programmes or equipment. Medical and therapies involved with the pupil’s care work with the school to aid the pupils return to school as quickly as possible. A leaflet detailing what is required is sent to families as necessary.

### Recording

Pupil attendance is recorded in the daily class register and the information transferred by the office staff into SIMS.net. Referrals made to the AWO are recorded in the attendance file.

**Reporting**

Percentage attendance figures are reported to parents in the annual review/EHCP Meeting and to governors through the termly Head Teacher’s report.

More regular reports will be made to parents where there are concerns about attendance.

### Monitoring

Attendance is routinely monitored with concerns investigated as they arise.

All pupils whose attendance falls below 92% are monitored. The attendance officer meets termly with the AWO to discuss attendance issues and monitor specific pupils.

This Policy has been approved by the Governing Body of St Giles School at the meeting on

Signed: Chair of Governors

Signed: Headteacher

Date for next Review:

**ATTENDANCE KEY POINTS FOR CLASS TEACHERS**

We expect parents/carers to send in appointment letters/cards to confirm medical/dental/therapy appointments. Initially we will accept verbal explanations from parents/carers for absence but we expect them to confirm this in writing (home school books). If they do not give us written confirmation we send home a form which must be returned promptly. Without written confirmation we cannot authorise absences.

**CLASS TEACHER/FORM TUTOR RESPONSIBILITIES**

* Registers are legal documents that MUST be completed accurately; O for absence, O with L inserted and the arrival time for lates; / for morning attendance and \ for afternoon attendance
* Information should be written on the register sheet
* Registers should be sent to the school office by 9:30am and by 2pm
* Class teachers/form tutors must monitor attendance and time keeping and encourage good attendance/punctuality
* Class teachers/form tutors should maintain communication with home and pass information to the Deputy Head Teacher
* Notes, letters, appointment cards and forms about attendance/punctuality should be sent to the office
* Letters and forms about attendance should be sent home promptly
* Class teachers/form tutors who have concerns about attendance/punctuality should inform the Attendance Officer (Deputy Head Teacher)
* Class teachers/form tutors should maintain contact with pupils and families to support learning and links with school where absence is extended including liaising with hospital schools/home tutors and sending home school work
* When there is an unexplained absence by a child where there are safeguarding concerns the class teacher/form tutor will refer the absence to the Child Protection Officer (Head Teacher).