

Cadishead Primary School

Attendance Policy 2017-2018

Mission Statement

Cadishead Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil. Regular and prompt attendance allows every child access to the education to which they are entitled by law.

Cadishead Primary School will endeavour to work alongside parents, local community and the Local Authority.

Aims and Objectives

Cadishead Primary School aims to improve attendance figures to 96% and to encourage high levels of attendance and punctuality by promoting the following strategies:

- To demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance.
- Use attendance data to improve school and pupil performance.
- Early intervention when individual pupil absence gives cause for concern.
- To reward and celebrate good and improved attendance and punctuality.
- Informing parents of their legal requirements regarding attendance and punctuality.

Procedures and Intervention Techniques

We demonstrate a strong attendance ethos by having:

- A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and to achieve.
- An attendance and behaviour policy, which is easily understood by all and regularly updated and shared with all stakeholders.
- Appropriate attendance targets.
- The Senior Leadership monitors attendance weekly.
- Close working relationship with our Education Welfare Officer, home visits may be made without prior notification to pupils whose absence is a concern/unexplained.

Absence Procedures

We expect the parent/carer to make contact with school before 9.30am on each day to report that their child will be absent from school. It is the school's decision to classify the absence (authorised or unauthorised). The school has a first day response system in place in which the following happens:

- Day One: Text message sent to 1st contact for an absent child, if no response then a phone call will be made.
- If no satisfactory explanation is received the absence counts as unauthorised.

- Registration is the responsibility of the class teacher or teaching assistant and is done twice a day, 8.55am (by 9.10am in the FS) and 1.05pm.
- The school actively discourages parents going on holiday in term time.

Following Salford City Council guidelines the school can request the issue of a penalty notice to parents in the following circumstances:

- For unauthorised holidays in term time.
- When a child has 10 unauthorised sessions, including any unauthorised sessions recorded due to arriving late for school (after 9.30am) 1 day = 2 sessions.

Holidays In Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and consistently punctual.

Requests for holidays in term time must be requested by completing the Holiday In Term Time request form. This can be obtained from the school office. Once completed the parent/carer must return the form to the office.

The Headteacher / Deputy Headteacher will then indicate on the form whether or not the request has been authorised. This will then be returned to the parent/carer.

Requests for absences will not be authorised in September for any pupil, or between January-May (Year 6) regardless of circumstances.

Under the new legislation from DFE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Headteacher. Unauthorised holidays taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120. If a child's absence has been recorded as sickness but is later proven that an authorised holiday has been taken, a fine can also be issued after the child returns to school.

Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be made to the Local Authority.

Medical Appointments

Should a child have a medical appointment, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to school when taking your child out.

Persistent Absence

Pupils are categorised as being 'persistently absent' if they accumulate 10% or more absences (below 90%). For children whose attendance falls in the 'persistent absence' category, school will refer to the Education Welfare Officer who may implement the Government's 'Fast Track to Prosecution' scheme.

During these meetings:

- An action plan will be compiled with input from the parent/carer and school.
- Targets will be agreed and reviewed.
- There will be a focus on links between attendance and attainment.
- A contract will be agreed.

If there is no improvement in attendance then the matter will proceed to Court.

DEFINITIONS

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent has followed the procedures as set out in the policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Punctuality

Punctuality is vital to the educational process.

If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils who arrive late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Parents must take responsibility for getting children to school on time.

The start of the day is 8.45am. Children arriving after this time must enter through the main entrance, where their parent/carer will have to sign at Reception. Children must be accompanied to the office by an adult if late. An arrival after 9.30am will be marked as an unauthorised absence.

Persistent latecomers will be referred to the Education Welfare Officer.

Rewards

Good attendance and punctuality are vital to the progress of our pupils at school. At Cadishead Primary School we promote good attendance in many ways.

- The Headteacher gives certificates to the classes with the best attendance in a weekly assembly. These classes receive additional 'star time' at the end of the week.
- Attendance figures are published on a notice board in the hall.
- Each week children with 100% attendance or improved attendance will receive a certificate. Children in receipt of each week will go into a draw and each week one child will receive a £5.00 shopping voucher. At the end of the year all children who have received certificates will go into a draw to win a Kindle Fire.
- At the end of each term the class with the best attendance will have a non-uniform day
- 100% certificates and pin badges are given at the end of the year .

Monitoring and Evaluation

Cadishead Primary School will evaluate the effectiveness of its strategies annually. The Senior Leadership Team are involved in monitoring and evaluation.

Date:

Signed:

Review: