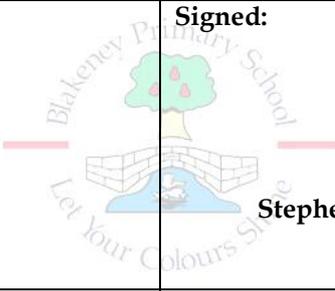
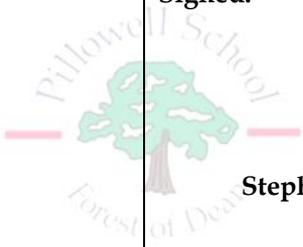
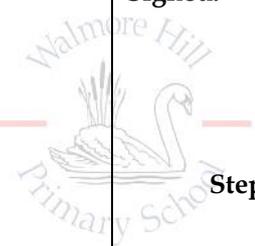


Attendance Policy

| | | |
|------------------------------|---|---|
| Date of Ratification: | | Signed: <p style="text-align: right;">Brett Stevenson (HEAD TEACHER)</p> <p style="text-align: right;">Stephen McMillan (CHAIR OF GOVERNORS)</p> <p style="text-align: right;">John Henry (CHAIR OF GOVERNORS)</p> |
| Review date: |  | Signed: <p style="text-align: right;">Brett Stevenson (HEAD TEACHER)</p> <p style="text-align: right;">Stephen McMillan (CHAIR OF GOVERNORS)</p> <p style="text-align: right;">John Henry (CHAIR OF GOVERNORS)</p> |
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Safeguarding Statement

At Blakeney, Pillowell and Walmore Hill Schools, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at any of the schools. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

June 2016

Statement of Intent

At Pillowell and Blakeney School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer.

We want every pupil to attend school every day possible. This attendance policy sets out what is expected so that this may be achieved.

Responsibilities

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning the school office before 9:15a.m, on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time
- Not extend weekend breaks into the school week.
- Notify school if they intend to remove their child permanently from the school for any reason.

- School will:
 - Make suitable arrangements for the safe, daily reception of children.
 - Be consistent in their attendance practices.
 - Keep and mark registers accurately.
 - Follow up any unexplained absences.
 - Notify parents/carers, at least annually, of their child's attendance level.
 - Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
 - Notify the LA and/or the Department for Children, Families and Schools (DCFS) of absence figures for the school and, where necessary, individual pupils.

- The Head teacher will:
 - Ensure that everybody at school treats attendance as a priority.
 - Promote the importance of good attendance to pupils and their parents/carers.
 - Be available to discuss attendance concerns with pupils, parents, staff and governors.
 - Remind parents at least annually of attendance procedures.
 - Analyse attendance data.

- Oversee attendance procedures.
- Report to the Governors on attendance at least three times per year.
- Governors will:
 - With the Head Teacher, monitor, evaluate and review the attendance procedures regularly.
 - Set targets for attendance.



School Times

We expect children to be at school by 8:40am, in time for the start of morning registration at 8:50am. School finishes at 3:15pm.

Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts, social services will be contacted.

Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Pupils arriving between registration at 8:55am and before 9.15am will be marked late. Pupils arriving after 9:15am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark.

The marking of registers will be in accordance with instructions set out at the front of the register/Appendix A/in the Attendance Guide.

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the LA and DFE. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

The Education (Pupil Registration)(England) Regulations 2006 set out circumstances in which schools may grant a pupil leave of absence.

Attendance Register

The school will maintain an Attendance Register as set out in Para 5 and 6 of the above Regulations.

Any pupil not present will be recorded as an unauthorised absence unless:

- a) he has been granted leave of absence in accordance with regulation 7 (EER2006) or;
- b) he is unable to attend---
 - (i) by reason of sickness or unavoidable cause
 - (ii) on a specific religious day of which his parents abide
 - (iii) if the LA have not provided suitable transport arrangements for a pupil not within safe walking distance

Where the reason for absence cannot be ascertained at the time, then the register will be amended as soon as the reason can be established.

Applications for Leave of Absence during Term Time

Blakeney and Pillowell Federated Primary Schools will not authorise absence in term time unless it is for exceptional circumstances. All such applications will need to be on the school application form, which is available from the school office. Applications will need to be at least 3 weeks before an *expected* absence, and include the reason for the request. An appointment may, on request from the parent, be made to discuss the request and the reasons behind it face to face.

The applications will be considered by the HT or in his/her absence SMT (senior management team). The school has the discretion to allow up to 10 days leave in **exceptional** circumstances such as:

- Service personnel on active duty
- Family crisis

The school will reply in writing to the parent/carer within 3 working days with reasons for the decision.

In the case of bereavement or other exceptional circumstances resulting in absence at short notice, the school must be contacted at the first opportunity and an absence form completed on your child's return.

Under Education Act 1996
Part VI Chapter II

Section 444. - (1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence

444A Penalty notice in respect of failure to secure regular attendance at school of registered pupil

(1) Where an authorised officer has reason to believe -

- (a) that a person has committed an offence under section 444(1), and
- (b) that the school to which the offence relates is a relevant school in

England, he may give the person a penalty notice in respect of the offence.

As requested by Gloucestershire Local Authority, the school will inform Welfare Services when a pupil has been absent **without authorisation** for 5 days in any 13 week period. Welfare Services will issue a warning letter to the parent, and will monitor the situation allowing a further 15 days for improvement to be effected. If there is further unauthorised absence during this period, a fixed penalty fine per parent per child will be imposed by the Welfare Services. If there is no further unauthorised absence during the 15 day period, the case will be closed. A further 10 sessions (5 days) of unauthorised absence will need to occur before another warning letter is issued, but if the criteria are met then a Penalty Notice will be issued without further warning.

Publicity

- The governors will write to all parents when the new policy is to be implemented.
- The policy will be made available for inspection at the school office at a reasonable time.
- Parents will be reminded of the policy on an annual basis with a flyer, and termly reminders through the newsletter as necessary.

Strategies

To support our attendance policy we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity –at Parents evenings, at Induction, in newsletters, in assemblies, on notice boards etc.
- Always use first day telephone contact;
- Reward and celebrate good and improved attendance;
- Set attendance targets for the school;
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;
- Notify Governors of attendance levels at least three times a year;
- Liaise fully with the Education Welfare Service when necessary;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.

Success Criteria

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, EWS etc
- Everybody is clear about what to do if a child is absent from school.

Blakeney, Pillowell and Walmore Hill Primary Schools

A GUIDE FOR PARENTS

1. When does my child need to be in School?

Your child should be at school for **8:40am** in good time for registration. The morning register will be called promptly at **8:50am** and the afternoon register at **1.00pm**.

2. What happens if my child is late?

Registration finishes at **9.05am** in the morning and **1.05pm** in the afternoon.

If your child arrives after **9.05am**, he/she will be marked late. If your child arrives after **9:15am** he/she will be marked as an unauthorised absence

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence, **before 9:15am** preferably. If you do not phone us, we will contact you directly. However, we need an explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

When the reason for absence is known in advance, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. Will the School contact me if my child is absent?

The school operates a first day response to absences: we will contact you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance. On returning to school we will require an explanation and reason for your child's absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

The school recognises that such absence can be important for children to keep in touch with their extended family. Contact your child's class teacher as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such absences do not take place during your child's SATs examinations. You need to complete an application form for extended leave of absence and if the Headteacher then approves the visit, the school will set work for your child to complete while away.

As far as possible we will ensure the work set reinforces the educational value of such a visit.

8. What can I do to encourage my child to attend School?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

9. My child is trying to avoid coming to School. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Inclusion Officer. The school may also refer you someone who works with staff and families if difficulties with attendance arise.

Blakeney, Pillowell and Walmore Hill Primary Schools Attendance Ladder of Intervention

At **all** stages, the expectation is that:

| | Who | Intervention |
|---------------|------------------|---|
| 100% - 95.0% | Attendance Admin | <ul style="list-style-type: none"> <input type="checkbox"/> Tracks reasons for absence <input type="checkbox"/> Calls home for clarification if appropriate <input type="checkbox"/> Notifies Head and Attendance Lead immediately of any pupils with potential long-term absence (e.g. severe illness) and ensures all appropriate documents are Sought (e.g. medical certificate) <input type="checkbox"/> On a weekly basis, prints off attendance summaries and shares them with the Attendance Lead; alongside Attendance Lead, identifies those pupils close to 97% for monitoring by class teacher <input type="checkbox"/> If absence is due to holiday, make parents aware of their child's attendance % and the need to ensure their child is attending school for the rest of the year. |
| | Attendance Lead | <ul style="list-style-type: none"> <input type="checkbox"/> Documents concerns raised by class teacher and informs Head if appropriate <input type="checkbox"/> If concerns raised by class teacher require SEAL work, this should be actioned immediately |
| 94.9% - 90.0% | Attendance Admin | <ul style="list-style-type: none"> <input type="checkbox"/> Tracks reasons for absence <input type="checkbox"/> Calls and texts home for clarification if appropriate <input type="checkbox"/> Notifies Head and Attendance Lead immediately of any pupils with potential long-term absence (e.g. severe illness) and ensures all appropriate documents are Sought (e.g. medical certificate) <input type="checkbox"/> On a weekly basis, prints off attendance summaries and shares them with the Attendance Lead; alongside Attendance Lead, identifies those pupils at 96.9 - 95.0% for monitoring by class teacher <input type="checkbox"/> If absence is due to holiday, make parents aware of their child's attendance % and the need to ensure their child is attending school for the rest of the year |
| | Attendance Lead | <ul style="list-style-type: none"> <input type="checkbox"/> Share list of pupils for monitoring with staff <input type="checkbox"/> Documents concerns raised by class teacher and informs Head if appropriate <input type="checkbox"/> If concerns raised by class teacher require SEAL work, this should be actioned immediately |
| | Class teacher | <ul style="list-style-type: none"> <input type="checkbox"/> Monitors attendance of those at 94.9 - 90.0%; talks to them about absences and reasons; gives praise when attending and upon improved attendance; discusses the next day with them; notifies Attendance Admin of any concerns; informally contacts parents if appropriate |
| 89.9% - 85% | Attendance Admin | <ul style="list-style-type: none"> <input type="checkbox"/> Tracks reasons for absence <input type="checkbox"/> Calls and texts home for clarification if appropriate <input type="checkbox"/> On a weekly basis, prints off attendance summaries and shares them with the Attendance Lead; alongside Attendance Lead, identifies those pupils at 89.9% - 85.6% for monitoring by Head <input type="checkbox"/> Files copies of minutes from meetings between Head, pupil and parent |
| | Attendance Lead | <ul style="list-style-type: none"> <input type="checkbox"/> Share list of pupils with staff <input type="checkbox"/> Letters and meetings arranged with parents as appropriate |
| | Class Teacher | <ul style="list-style-type: none"> <input type="checkbox"/> Liaises with Head as appropriate <input type="checkbox"/> Documents concerns raised by class teacher and informs Head if appropriate <input type="checkbox"/> If concerns raised by class teacher require SEAL work, this should be actioned immediately |
| | Head | <ul style="list-style-type: none"> <input type="checkbox"/> Tracks and monitors targeted pupil/ targets <input type="checkbox"/> Shares targets with staff <input type="checkbox"/> If pupil absent, may ring home if appropriate <input type="checkbox"/> Monitors pupil upon improvement of attendance for an agreed length of time, ready to intervene if necessary; tracks and monitors that pupil for an agreed length of time |
| 85% and below | Attendance Admin | <ul style="list-style-type: none"> <input type="checkbox"/> Tracks reasons for absence <input type="checkbox"/> Calls and texts home for clarification if appropriate <input type="checkbox"/> On a weekly basis, prints off attendance summaries and shares them with the Attendance Lead; alongside Attendance Lead, identifies those pupils at 85% and below for referral to EWO; refers pupils to EWO |
| | Attendance Lead | <ul style="list-style-type: none"> <input type="checkbox"/> Share list of pupils with staff <input type="checkbox"/> Sends letter to parents, requesting meeting concerning attendance <input type="checkbox"/> Files copies of minutes from meetings between EWO and parents |
| | Class Teacher | <ul style="list-style-type: none"> <input type="checkbox"/> Liaises with Head as appropriate |
| | Head | <ul style="list-style-type: none"> <input type="checkbox"/> Liaises with EWO regularly as appropriate <input type="checkbox"/> Ensure school responds immediately to any issues/ targets set <input type="checkbox"/> Tracks and monitors pupils |
| | EWO | <ul style="list-style-type: none"> <input type="checkbox"/> Responds to the referral <input type="checkbox"/> Liaises with Head and Attendance Admin |

| | |
|---|---|
| 1 | Importance of attendance is highlighted with pupils in a variety of ways |
| 2 | Staff make arrangements to support those returning from periods of absence, including personalised reintegration packages, if appropriate |
| 3 | Praise is given where appropriate for attendance and improved attendance |
| 4 | Data will be analysed (by Attendance Lead with support from Attendance Admin and Attendance Governor) for historical patterns and will be used to target pupils for intervention and support in advance of any issues arising |
| 5 | Governor for attendance will keep abreast of attendance data and interventions, and will challenge school re impact and strategies |

