

Local School Protocols for Attendance v3

Airmyn Park Primary School



Attendance personnel

The person in school with ultimate responsibility for attendance is Natalie Dodds (Head of School). Sarah Worth undertakes the daily attendance checks and will monitor the registers. Victoria Briggs is the Education Welfare Officer (EWO) for our school.

Attendance Expectations

The school day starts at 8.50am, and children will be in their classroom, ready to begin lessons at this time; therefore, children will be expected to be on the school site for this time. To allow the children to be in the classroom, the gates will open at 8.45am.

Children will have a morning break which will last for 15 minutes, and a lunch break at 12pm, which will last until 1pm – during which the children will be expected to eat their lunch and have some playtime.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9am. Children will receive a late mark if they are not in their classroom by this time. Children attending after 9.30am will receive an absence mark to indicate that they were not on site.
- The morning register will close at 9.10am
- The afternoon register will be marked by 1pm. Children will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:10pm**.

Children will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Lateness

- Children must be in class at the beginning of the school day. Registers will be taken as soon as possible after that time.
- The school register will close 20 minutes after registration. Children will be marked late if they arrive at school after the registers have closed. The child will be given a mark of 'U' on the register. This equates to an absence although we are aware that the child is on the school premises in accordance with health and safety.
- Lateness will be closely monitored.
- Children would usually enter school via the entrance on the playground. If your child is late, they must enter the school through the main reception, where they will be entered into the late book.

If a child is late due to a medical appointment, they will receive an authorised coded of 'M'. Proof of the appointment will be required prior to the appointment or on arrival at school.

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Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Children who are consistently late are disrupting not only their own education but also that of other children. Lateness is considered to be an equally serious absence. Parents, guardians or carers of children who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem with the designated person with responsibility for attendance.

Signing Out

The school office is responsible for overseeing the procedures for releasing children when parents/carers have made a request, or the child is too ill to remain in school. The child(ren) can only be released to a parent or authorised person. When the authorised person arrives, the school office is responsible for ensuring the completion of the 'signing out' process. The school office will then input the appropriate absent code on the electronic register, if appropriate. However, if a child leaves the school site, with an authorised adult, after either the morning or afternoon register has been taken, the original mark will remain and the signing in/out record will be referred to in the event of an evacuation to ensure all children can be accounted for.

Absence Reporting Procedures

If your child is going to be absent from school, please call the school office as soon as possible (no later than 9.15am) to notify us of their absence. If this call is before 8.30am, please leave a message. If you call the school after 8.30am, you will be able to speak with a member of school staff. Parents will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. Where a child is absent, and their parent has not contacted the school by the close of the morning register to report the absence, our safeguarding procedures require that we will ensure contact is made with the family to ascertain the child's whereabouts, by telephone call as soon as is practicable on the first day that they do not attend school. If we have been unable to make contact with the family and therefore cannot be assured of the child's whereabouts, text messages will be sent and staff from our school will visit the family home. Should there be any further concerns, the DSL will contact SaPH for advice. In cases where a child has a social worker they would be contacted to inform them of the absence.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a child is absent for more than three school days in a row, or more than 10 school days in one term, the child's parent will be expected to provide a signed letter with an explanation for the absence(s).

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The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absence (PA), arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Sickness

- Please notify the school on each day of the absence.
- We reserve the right to request a doctors/consultant's letter regarding recurring and frequent illness.

Leave during lunchtime

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register.

Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the signing in/out book at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission. The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

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Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

The member of staff who has noticed the absent pupil will inform the head teacher immediately. If a child has absconded, a member of school staff will alert the SLT/Office staff. Where possible, staff will maintain the sight of the pupil. The office will call the parent of the child who has absconded to attend school immediately. If required, the police will be called.

Promoting Good Attendance

- We give clear messages about our expectations, routines and consequences to children and families and regularly communicate these expectations through newsletters, parent consultation evenings etc
- We will have a physical presence to reinforce routines and expectations on arrival and departure
- We reward those children who have regular attendance and punctuality, applying this consistently whilst promoting rewards and celebrating progress
- We will monitor whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions. We will follow this with children and families to identify barriers and reasons for absence on an individual basis.
- We will establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)
- We will develop good support for those children and families, taking into consideration individual needs and vulnerabilities, with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND). Where deemed appropriate, school staff may check in with children and families at their homes.
- We will endeavour to engage children in consultation on attendance policy, practice, rewards and sanctions
- We will emphasise the importance of attendance and its impact on attainment We will proactively promote attendance practice as part of our staff induction procedure.

Attendance intervention

We will acknowledge outstanding attendance and punctuality in the following ways:

- Attendance certificates presented at the end of each term
- Attendance awards
- Partnership with Doncaster Rovers Football Club to provide free football tickets for good attendance
- Rewards for good attendance