



# SARRATT CHURCH OF ENGLAND SCHOOL

## Attendance Policy

Date:	February 2016
Review Date:	February 2017
Reviewed by:	Head Teacher

## Initial Statement

At Sarratt Church of England School, we want the whole school community – staff, governors, parents and pupils to be committed to high standards of attendance and punctuality. This policy will support us all to achieve high levels of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning and is fundamental to ensuring that our children become successful learners, confident individuals and it establishes a positive working ethos from an early age. Parents/Carers are by far the most important influence on children's lives and learning and it is parents/carers who are responsible for making sure their child is educated.

## Responsibilities and Expectations

The responsibility for good attendance is shared between the school, parents and pupils. All these groups need to understand the expectations which the policy requires of them.

Sarratt Church of England School aims to:

- Encourage and assist all pupils to achieve excellent levels of attendance and punctuality
- Encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them
- Reduce Persistent Absence in order that all pupils are assisted in reaching their potential.

**Sarratt Church of England School will:**

Provide a safe learning environment
Ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
Encourage good attendance and will investigate all unexplained and unjustified absence
Set a good example in matters of attendance and punctuality
Follow up all instances of poor attendance and punctuality - letter to be sent home.
Provide attendance details on the child's annual report.
Work closely with parents should attendance or punctuality give cause for concern

**Parents are:**

Legally responsible for ensuring their child's regular and punctual attendance
Expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
To inform the school on the first day of absence, of the reason for their child's absence from school. Parents will maintain daily contact with the school until child returns.
To avoid arranging family holidays during term time
To maintain regular communication with school staff where necessary
To ensure that the school is informed of any changes of contact details

**Pupils are:**

Expected to attend school and all of their lessons regularly and punctually
To remember to hand any note giving reasons for absence to the class teacher or secretary.
Expected to be ready to learn
Not to leave the school without permission

## Morning Start

8.40 am	The school gates open and as soon as children arrive they go directly to their classrooms. Teachers, who will already be in their respective classrooms, will have prepared activities for the children to get on with.
8.50 am	All children must be in their classrooms by 8.50 am or they will be recorded as late – as is the case now.
9.15 am	For the safety of the children, the school gates will be locked at 9.15 am. After this time, any parents visiting the school must come through the main entrance.

## Registration

Registers are called as follows: <ul style="list-style-type: none"><li>• KS2 pupils - 8.50am and 1.15pm</li><li>• KS1 pupils - 8.50am and 1.00pm</li></ul> Registers are marked consistently by staff.
Any pupil arriving after closure of the register will be marked absent for the whole of the session.
Registers will be marked in accordance with DfE guidance.

## Lateness

Any pupil arriving after 9.00am or 1.05pm should report to the school office. Any pupil arriving after the registers have closed will be recorded as an unauthorised absence.
Late arrivals will only be authorised in exceptional circumstances.

## Following up Lateness

It is important that children are safe and accounted for at all times during the day. Any unexplained absence will be monitored very carefully.
Parents whose children are regularly late for school, will be contacted by a member of the school staff who will work with the parent(s) to bring about an improvement in punctuality.
We contact any parents who have failed to report their child absent by 9.30am; these calls are logged and monitored by the Attendance Improvement Officer.

## Absences

Parents must provide specific reason for all absences from school, being 'ill' is not enough. Parents may be asked to provide evidence for the absence i.e. GP's note, medical appointment letter, etc.
Notification must be given if your child needs to leave school during the school day. Pupils must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school.
The school operates a 1 <sup>st</sup> day response policy. This means that if we are not notified by 9.30am that a child will not be in school that day, we will contact his/her parents.
Registers are monitored on a regular basis by our Attendance Improvement Officer to look at patterns of absence, identify individuals or group absences, attendance of siblings, etc. A meeting with parents may be requested if attendance is not satisfactory.

## Following up Absences

Sarratt Church of England School follows up all absences from school.
If no reason has been provided for a pupil's absence by 9.30am on the first day of absence, a parent of the pupil will be contacted.
If no reason has been provided for a pupil's absence after 3 consecutive days, a letter will be sent to the parent of the pupil.
If a pupil returns to school after an absence without a written explanation from his/her parent and this has still not been received within one day, a letter requesting this will be sent to his/her parents.
Parents whose children have less than 95% attendance at school, will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in attendance.
If the pupil's attendance does not improve sufficiently, the pupil will be referred to the Attendance Improvement Officer
If a pupil will be absent for an extended period of time for medical reasons – a referral will be made to the Education Support Team.
An EWN1 form will be sent to the Attendance Improvement Officer when a child is taken off role.

## Term Time Holidays

There have been amendments to The Education (Pupil Registration)(England) Regulations 2006 which came into force on 1<sup>st</sup> September 2013. All reference to family holiday and extended leave have been removed. Therefore:

<b>NO</b> leave of absence for holidays will be granted during term time.
Should an application for leave of absence for an exceptional circumstance be required, please use the appropriate form which is available in the school office.
All leave of absence requests will be acknowledged, by letter to parents, stating if the absence is authorised or unauthorised and for which period.
The school will issue one Penalty Notice Warning letter to parents if leave of absence exceeds 14 sessions, before the Headteacher will seek advice and ask the LA to issue a Penalty Notice (see Fixed Penalty Notices below).
A child may be removed from the school's register if they fail to return from leave of absence where permission has been granted after both school and LA have tried to locate the pupil or if there are 20 days continuous unauthorised absences and both the LA and school have failed to locate the pupil.

## Truancy

At Sarratt Church of England Primary School we work with parents, pupils and staff to reduce truancy.
The school works with other appropriate professionals to ensure that truancy by individual pupils does not occur.
Parents will be contacted if the school is concerned that a child may be truanting.

## Fixed Penalty Notices

At Sarratt Church of England Primary School we work with parents and ask that they work with us to address any attendance problems.
If a pupil has at least 15 sessions (half day = 1 session), unauthorised absence in the current and/or previous term (including unauthorised holidays) the Headteacher will seek advice and ask the LA to issue a Penalty Notice. Only one Penalty Notice Warning letter will be issued by the school before a penalty is imposed. The Penalty is £60 if paid within 21 days of receipt of the notice and £120 if paid after 21 days but within 28 days of receipt of the notice. Separate notices will be sent to each parent for each child. Parents can discharge potential liability for conviction by paying the penalty. If the fine is not paid in full within 28 days, the LA must consider prosecution.

## Monitoring Attendance

Registers will be taken each morning and after lunch. Any child arriving after registration will be recorded as being late.
Registration details are transferred to an electronic database, which is the legal document. Records will be kept for a minimum of 3 years.
Parents whose children are regularly late for school will be contacted to request an improvement in punctuality.
The school will follow up persistent lateness, all absences and pupil with low level of attendance. This will be done on a daily/weekly basis.
Parents of pupils with attendance that is less than 95% will be notified half termly.
Pupils with attendance below 90% will automatically be discussed with the Attendance Improvement Officer and appropriate action identified and agreed.
Attendance will be reported to governors on a regular basis.

## Integrated Working

Sarratt Church of England School will work with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance.
Sarratt School will demonstrate full commitment to integrated working by: <ul style="list-style-type: none"><li>• using the Common Assessment Framework</li><li>• sharing information</li><li>• encouraging staff to take on the role of Lead Professional</li><li>• working with other agencies and being part of 'teams around the family'.</li></ul>

## Working with the Attendance Improvement Officer (AIO)

Sarratt Church of England School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.
Information to enable the AIO to carry out an effective consultation visit and/or home visit will be provided by the school.
The Head Teacher reviews attendance with the AIO on an agreed schedule.
Sarratt Church of England School works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the school will make a referral to Children, Schools and Families for the AIO to work with the family on a formal basis

## Rewards

Sarratt Church of England School rewards good attendance with Hertfordshire Attendance certificates which are awarded for 100% attendance termly and for outstanding attendance over the whole year.
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## Publication of Information

Sarratt Church of England School shares information on individual pupils' attendance as necessary with parents, pupils and staff.
Pupils will be informed about the importance of school attendance through assemblies, class time, presentations by visiting professionals and displays in school.
Sarratt Church of England School will be responsible for ensuring that data collected by DfE is accurate.
Parents are informed of the school's ethos on attendance and punctuality through the prospectus, an annual Attendance/Leave of Absence letter, newsletters and the Attendance Policy which can be found on the school website <a href="http://www.sarratt.herts.sch.uk">www.sarratt.herts.sch.uk</a> .