



SARRATT CHURCH OF ENGLAND PRIMARY SCHOOL

Attendance Policy

Laying the foundations for our children to be confident, respectful and to achieve their full potential.

Date:	September 2020
Review Date:	September 2022
Reviewed by:	Head of School

Contents

Sarratt School Attendance Policy
Initial Statement
Responsibilities and Expectations
Morning Start
Registration
Lateness
Following Up Lateness
Absences
Following Up Absences
Term Time Holiday
Monitoring Attendance
Integrated Working
Working with the Attendance Improvement Officer
Attendance Rewards
Publication of Information

Aims of this policy:

At Sarratt School, we want the whole school community - staff, governors, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Sarratt 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 School believes that good school attendance assists children and young people to achieve the following 5 outcomes:

- to be safe
- to be happy and to be respected
- to enjoy learning
- to take an active part in school and community life
- to achieve well in every way

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 makes of them.

Sarratt 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
Required 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
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 for registration. For the safety of the children, the school gates will be locked at 9.00 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">• KS2 pupils - 8.50am and 1.10pm• EYFS & KS1 pupils - 8.50am and 1.00pm. 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. See website links at the end of this document for further information.

Lateness

Any pupil arriving after 8.50am should report to the school office. Any pupil arriving after the registers have closed will be recorded as an unauthorised absence unless there are exceptional circumstances.
Late arrivals will only be authorised in exceptional circumstances i.e. bad weather, road closures, etc.

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.
If a child has consistently late arrivals, a letter will be sent home to the parents.
The admin team will have responsibility for reporting on pupils arriving late to the Head of School.
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.

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. Parents may be asked to provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school.
The Senior Leadership Team will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorise absence. In most cases absence is genuine and marked as authorised on the register.
The school operates a 1 st 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.

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement
- Music or dance exams

Absence from school will not be authorised for the following reasons:

- Holidays in term time
- Birthdays
- Funeral of distant relative involving more than one day of absence

Following up Absences

Sarratt 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 more than 90% absence from 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

Absences are only granted under exceptional circumstances. Leave is unlikely to be authorised for a family holiday.

Parents may make an application for leave of absence for an exceptional circumstance. The Head of school will decide whether this application will be granted and the number of days.

Parents must make absence requests using the Application for Leave of Absence form. Copies can be found in the school office.

A retrospective request for authorisation of a family holiday in term time will not be granted.

During SATS, exam periods and the first two weeks of the school year, term time holidays will not be authorised

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.

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.
Each month, parents of pupils with attendance that is less than 90% will be notified.
Pupils with attendance below 85% will automatically be discussed with the Attendance Improvement Officer and appropriate action identified and agreed.
Attendance will be reported on the school website.

Integrated Working

Sarratt 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"> • Undertaking a families first assessment • sharing information • encouraging staff to take on the role of Lead Professional • working with other agencies and adopting a multi-professional approach

Working with the Attendance Improvement Officer (AIO)

Sarratt 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 of School meets the AIO on an agreed schedule.
Sarratt 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 School rewards good attendance by presenting the class with the lowest absence the attendance cup. Where whole school attendance is above 96%, children will be rewarded with an additional break time.

Publication of Information

Sarratt 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, tutor time, presentations by visiting professionals, and displays in school.
Sarratt School will be responsible for ensuring that data collected by DfE is accurate.
New parents are informed of the school's ethos on attendance and punctuality through the prospectus

Further information on the correct use of these symbols can be found at:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

Further information with regard to returning to school after illness can be found at:

- <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>