

Springdale First School

Imagine, Believe, Achieve!



Attendance Policy

Introduction

Springdale First School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

The whole school community (pupils, parents and carers, teaching, support staff and school governors) have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

The policy is based on current Government and Local Authority guidance and statutory regulations. The school will ensure that all members of the community know of the policy and have access to it.

School's roles and responsibilities

All staff (teaching and support) at Springdale have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Attendance Team

The Inclusion Leader will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. The Inclusion Leader (Mrs S Burgess) will work with the school's Pastoral Lead (Mrs D Samways) and Pupil Officer. The Pupil Officer (Mrs N Stafford) will ensure that up-to-date attendance data and issues are made regularly available to all staff, pupils and parents. The attendance team will ensure that issues are identified at an early stage and that support is in place to deal with any difficulties. The Headteacher will share the importance of good school attendance via the school newsletters and report to the governing body termly.

Registration

The school is required to mark the attendance register twice each day: once at the start of the day and once during the afternoon session. Classroom teachers are responsible for the completing the attendance registers using the electronic system and prescribed codes. The registers will be taken promptly at 8.45am and 1.00pm. A mark will be made in respect of each child at these times. Children who arrive shortly after registers have been taken will be marked as a late arrival with the code L authorised late. If a child arrives after the close of registers, they will be recorded as absent with the code U- unauthorised late.

Categorising absence

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will endeavour to phone you. 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. An 'unexplained absence' form will be sent home when an N code has been recorded in the register.

A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absent unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment/

correction is distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher.

Springdale First School recognises the clear links between attendance and attainment, and attendance and safeguarding children. If absence is frequent or continuous, and except where a child is clearly unwell, staff at Springdale will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

If no explanation about an absence is received by the school within 3 days, the absence will remain unauthorised. An 'unexplained absence' form will be sent home when an N code has been recorded in the register.

Absences will be authorised in the following circumstances:

- (a) where leave has been granted by the school in advance, for example –a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- (b) where the school is satisfied that the child is too ill to attend;
- (c) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
- (d) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;
- (e) the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority;
- (f) the pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, he/she has attended 200 sessions in the preceding 12 months;
- (g) in other exceptional circumstances (e.g. a family bereavement) and for a very limited period.

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil is staying at home to mind the house;
- the pupil is shopping during school hours;
- the pupil is absent because another sibling is unwell;
- the pupil is absent for unexceptional reasons, e.g. a birthday;
- the pupil is absent from school on a family holiday without prior permission;
- the pupil is staying at home to provide care for a parent, sibling or other relative;

Staff training

The Attendance Lead and Pupil Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receives sufficient training to enable them to perform the task accurately.

Collection and analysis of data

The Attendance Lead and the Headteacher will ensure that attendance data is complete, accurate, analysed and reported to the other members of SLT, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by the Attendance Lead who will look at reasons for absence and those who are vulnerable to poor attendance.

School Strategies to Tackle Absence

Where there is an emerging pattern of a pupil's absence your child's class teacher will contact parents, to raise awareness. If a pattern persists, Mrs Burgess or Miss Budden will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

Referral to the Local Authority, BCP

If there continues to be unauthorised absences by the end of the specified time (or sooner) if the pupil is failing to attend school at all, the matter will be referred to the Borough of Bournemouth, Christchurch and Poole 5-19s Team. Regulations (Education Pupil Regulations 2006) require schools to inform the LA of every pupil who has been continuously absent without a good reason (i.e. the absence is unauthorised) for 10 school days or more. Schools must also inform the LA of every pupil who fails to attend regularly which is interpreted to mean those pupils who have patterns of unauthorised absence without amassing 10 continuous absences.

Lateness and punctuality

Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register officially closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the LA. For health and safety reasons it is important that the school knows who is in the building. After 8.45am, parents will need to bring their child to the school office. For the same reason it is important that if a child is leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day, parents need to report to the school office.

Term time holidays

The school's policy is that anyone found to have taken an unauthorised term time holiday will be liable to be issued with a Fixed Penalty Notice. (Appendix A) We greatly value the positive relationship between home and school and we do not want the issue of holidays to create a conflict in this relationship. It is important for parents/carers to note that once Springdale First School have requested that the Local Authority issue a Fixed Penalty Notice for a period of unauthorised leave in term time, you will not have an opportunity to discuss this matter further with the Local Authority. Any queries or discussions should be had prior to, or at the time of requesting the leave.

Extended leave of absence

Any extended leave of absence is at the discretion of the Headteacher. The absence will be unauthorised unless exceptional reasons are given. If an extended leave of absence is taken without prior authorisation from the Headteacher, a pupil could be removed from the school roll.

Parents' / carers' responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child). As part of our Home-School Agreement parents commit to supporting their child to attend school, and as a school we commit to supporting and encouraging attendance.

Springdale First School expects parents/carers will:

- ensure their children attend the school every day, on time whilst striving for 100% attendance;
- not expect the school to agree any requests for absence, and not condone unjustified absence from school;
- notify Springdale First School on the first day of absence by phone, followed up by a letter or email explaining reason for absence on the first day of return;
- ensure their children arrive at school on time, properly dressed and with the right resources for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives.

Pupils' responsibilities

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher. Pupils also have a responsibility for following school procedures if they arrive late.

Governors' responsibilities

The governing body will play an appropriate role in challenging and supporting the school in promoting attendance in line with National Average expectations. A named Governor will have responsibility for attendance and ensure regular visits and reviews are made with the Attendance Lead. The attendance governor is Mrs D Prince.

Contact Details

Inclusion Leader: Mrs Simonne Burgess 01202 692700 office@springdale.poole.sch.uk

Pupil Officer: Mrs Nicola Stafford 01202692700 office@springdale.poole.sch.uk

Headteacher: Miss Debbie Budden 01202 692700 office@springdale.poole.sch.uk

Inclusion Governor: Mrs Debbie Prince






Safeguarding Governor: Mrs Helen Heydon

Policy Review

The school will review this policy each year.

Date of review: September 2022

Attendance Flowchart

Above national average	99	
	98	
	97	
* NA	96	
Below national average	95	
	94	
	93	
	92	
	91	
Well below national average	90	
	89	
	88	
	87	
	86	
	85	
	84	
	83	
	82	
	81	
	80	
	79	
	78	
	77	
	76	
75		
74		
73		
72		
71		
Below 70		

100% Attendance

- = No learning missed
- = You have given your child the best chance of success

95% Attendance... means your child misses

- = Half a day of learning every fortnight
- = 2 weeks of school in a year
- = 2 terms and 1 week over the whole of their education (133 days missed)

90% Attendance... means your child misses

- = Half a day of learning every week
- = 4 weeks of school in a year
- = 1 school year, 1 term and 3 weeks over the whole of their education (266 days missed)

85% Attendance... means your child misses

- = 1 and a half days of learning every fortnight
- = 6 weeks of school in a year
- = 2 years and 21 days over the whole of their education (399 days missed)

80% Attendance... means your child misses

- = 1 day of learning every week
- = 8 weeks of school in a year
- = 2 school years, 2 terms and 25 days over the whole of their education (532 days missed)

Attendance Counts!

Make sure that you give your child the best opportunities for success by sending them into school
EVERY DAY

* NA - national average