



Springfield Primary School Attendance Policy 2017-18

Date agreed by Governors: Autumn 2017
Date for renewal: Autumn 2018

RATIONALE:

Springfield Primary School strives to achieve good/outstanding attendance rates and secure high levels of punctuality. This is to ensure that all pupils can take full advantage of the learning experiences available to them. Persistent absence and lateness can have a significant bearing on your child's progress and achievement as well as self-esteem and confidence. We believe strong relationships with parents and positive work with parents help ensure the highest attendance is achieved. In line with the 1986 Education Act, it is expected that all pupils attend school every day so long as they are fit and healthy to do so. We will put in place procedures to this effect.

It is the responsibility of the parent/carer to ensure the children attend school regularly and arrive at the appropriate time. The attendance information is shared with parents at parents' evenings and in the end of year reports. Class attendance is shared with the pupils on a weekly basis.

Monitoring and Reviewing Attendance:

By law schools must take a morning and afternoon register and record the attendance or absence for every pupil.

It is the responsibility of the parent/carer to inform the school before 9.30 am of the reason for any absence or lateness.

Regular checks are carried out by the class teacher and any concerns are flagged up to the Attendance Officer. Administration staff will telephone parents/carers for clarification. Where clarification is not given, absences are recorded as unauthorised.

Unauthorised absence could also lead to an immediate home visit by the Head Teacher or Deputy or the involvement of other agencies.

Protocol for Attendance

The attendance records are checked every day and a data report is prepared on a weekly basis.

- Where it is noted that attendance has dropped below the school's target of 92%, the parent/carer will receive a phone call.
- If attendance drops below 90%, the parent/carer will receive a 'First Stage' letter which will include an invitation to a meeting where the matter can be discussed and resolved in person. During this meeting, the school will seek to assist with any issues that are affecting attendance and will set targets for improved attendance.
- A review meeting will be set for 6 weeks after the first attendance meeting.
- If attendance improves (ie moves above the 90% mark), the pupil will be sent a postcard home.
- If attendance does not improve, or continues to drop, parents/ carers will be sent a 'Second Stage' letter. At this point, the school will consider implementing a fine. This will be done on a case by case basis.
- To encourage good attendance, the School Council visits each class on a weekly basis and fills in an attendance chart for the week. If a class has had 100% attendance for the week, the class will receive 5 whole class Dojos (our school reward system). The Head Teacher also rewards children with 100% attendance for the term with a treat at the end of the term, or the start of the next term. This can be a tea party with the Head Teacher or a similar treat.

Punctuality and Lateness

The school day begins promptly often with reading and phonics activities.

Lateness into school causes disruption to lessons for both the pupils already working and the pupil arriving late.

The school is not legally responsible for the pupils before school. It is the parent's responsibility to supervise their child until the child enters the school building at 8.45am (8.35am Yr5)

Protocol for Punctuality

With reference to persistent lateness, registers will be checked weekly by the Head Teacher.

- A pupil arriving after 8.55am will be marked late unless the school has had prior notification.
- Where there are concerns about punctuality, the teacher will discuss this with the parent initially.
- If the concerns persist the Head Teacher will write to the parents.
- If there is no improvement the parents will be invited to attend a meeting with the Deputy Headteacher.
- If the persistent lateness does not improve, the case will be formally referred to the Local Authority.

Authorised/Unauthorised absence

The Head Teacher, within the context of the law, can approve absence. Wherever reasonably possible medical appointments should be made outside of school hours. If it is not possible, please provide as much notice as possible and a copy of the appointment slip/card.

Parents/Carers are required to telephone the school before 9.30am with an explanation of the pupil’s absence.

Unauthorised absences are those where no reason has been given to the school.

Leave of Absence

The Government issued new regulations in Sept 2013 regarding Leave of Absence.

Head Teachers shall not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.

Exceptional circumstances being defined as, **being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.**

Parents do not have any entitlement to take their child on holiday during term time. Any application for leave must demonstrate that there are exceptional circumstances relating to the application and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.

Head Teachers will determine how many school days a child may be absent from school if leave is granted.

Applications for Leave of Absences must be completed in advance and failure to do so will result in the absence being unauthorised.

The school can only consider applications of Leave of Absence which are made by the resident parent.

Applications for Leave of Absence which are made in advance and refused will result in absence being unauthorised and may result in legal action against the parent, by Fixed Penalty Notice.

Each Leave of Absence will be considered on a case by case basis and on its own merits.

Springfield Primary School understands that holidays are generally less expensive during term-time, but this does not count as an exceptional circumstance.

Leave which is taken for the following reasons will NOT be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather in school holidays
- Overlap with the beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays

Signed.....

Date 4.12.2017.....