

# Fieldhead Carr Primary School

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Full Governing Body

1<sup>st</sup> March 2016

## Attendance Policy

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### Summary

This school wishes to convey to parents and children that regular attendance is vital and is regularly monitored. Unauthorised absence is always investigated.

All teachers are aware of the importance of monitoring attendance and to dealing appropriately and promptly with lateness, unauthorised absence, suspected truancy, absconding and other matters relating to good attendance. Good attendance is acknowledged, encouraged and rewarded.

### Guidelines for teachers

Registers - Please mark these accurately according to the marking sheet (found on SIMS – electronic system).

Registers should be completed no later than ten minutes after the start of a session – 9.00am.

There should be no blanks left against the name of any pupil.

Totals should be filled in.

### Pupils

All teachers should encourage children to attend school regularly and punctually, and understand the importance of registration.

Details of attendance must be given on the annual progress report issued to parents each year.

### Recommendation

Governors are requested to read this policy, consider its content and approve its adoption.

AUTHOR	
Name	Lisa Stevens
Job title	Pastoral Leader
Date	1 <sup>st</sup> March 2016

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## **PROCEDURES**

### **LATENESS**

- Families should be in the school playground by 8.45am
- Staff will be waiting to take children into class at 8.50am from their lining up circles
- School gates will be closed at 9.00am
- Children arriving after this **MUST** go to the school office for a late mark
- If the children have 5 late marks in a month the parents will be sent a letter and for 1 week will receive a text at 8.30 each morning reminding them to be on time.
- If that child then receives another 5 late marks the school will call in the parents again, this time to meet with a member of the Senior Management to explain the reasons for their child's lateness.
- If the lateness persists the parent/s will be called in again to meet with the Home /School Liaison officer. This officer is from an outside agency and is able to refer the case to the Attendance Improvement Officer.

## **ABSENCE**

Every pupil's absence should be accounted for.

On the first day of absence, if there is no contact from home, the main school office/Pastoral Leader will contact the family by telephone or teachers2parents text service.

### **Authorised absence**

This is where you have received a note, verbal message or telephone message from a responsible adult.

### **Unauthorised absence**

- 1) Is any absence which does not fit the last criteria.
- 2) Where children have had holiday in school time beyond 5 school days.

### **Holidays in term time**

You have to get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It's up to the head teacher how many days your child can be away from school if leave is granted.

You can be [fined](#) for taking your child on holiday during term time without the school's permission.

### **Return after absence**

If a reason for absence has not been notified, the Pastoral Leader should be notified.

### **Suspected truancy**

Please confer with the Head Teacher/Pastoral Leader if you have concerns.

### **Illness/Health**

Sometimes children come to school when they are unfit to attend. If you have concerns contact the school secretary or Head Teacher with a note. Parents should be advised to keep children away from school for 48 hours to prevent spread of "bugs". Some children have "tummy aches" and "head aches" when they really need some TLC. Please keep them in your class room for as long as possible, in the hope that they will be able to continue and the aches will pass.

### **Attendance letters**

Issued by the Pastoral Leader and Attendance Manager.

### **Rewards**

Rewards are given during classopoly assemblies and termly initiatives.

Certificates are awarded for 100% attendance.

'Attend for a tenner' initiative is given for 100% attendance.

### **CHILDREN WHO ABSCOND**

Occasionally a child may leave the premises without permission during the school day.

Send a written note to the secretary in the office immediately.

Notify the school office immediately if the child returns or is seen.

Parents or emergency contact/Police will be notified quickly. The child will be counselled by Pastoral Leader, senior staff, class teacher and parent, where appropriate.

A note will be made by the Pastoral Leader in the behaviour database.

### **Attendance Improvement Officer**

The A.I.O. makes half termly visits, but can be contacted on a more regular basis through Guidance & Support meetings, should this be necessary. Results are usually very good indeed.

All school policies conform to the school's Equality policy and Safeguarding procedures.

Updated by L.Stevens

February 2016