



'Happy children aiming high!'



New Hartley First School

'A very caring and nurturing school in which the well-being of every child is paramount.'
'The quality of education continues to be good.'
Ofsted, June 2016

Attendance and Registration Policy

(Produced through consultation with all Seaton Valley Schools)

Status:	Statutory
Created/Reviewed	Summer 2013, 2014, 2015, 2016
Next Review:	Summer 2017

Aims

The Governors of New Hartley First School are committed to providing a full and efficient education for all of our pupils. We believe that all pupils benefit from quality education and this can only be accessed by regular and punctual school attendance. To these ends, we will do all we can to ensure that all pupils attend to their fullest and that any problems, which impede this, are identified and acted upon as soon as possible.

Philosophy

Parents and legally recognised carers have a legal responsibility to ensure their child's attendance at school. Holidays should be taken during the school holiday period.

Head Teachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Head Teacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave will not be granted for the purposes of a family holiday. Parents can be fined for taking their child on holiday during term time.

During the academic year pupils are at school for 190 days and at home for 175 days. In order for our children to fully utilise their years in education, we believe it is vital that every message they receive reinforces the importance of school. Holidays in term time interrupt continuity of teaching and learning, disrupt the educational progress of individual children and create disruption to classes.

This policy has been devised by cluster head teachers with regard to the detrimental effects of poor attendance and therefore requests for annual holiday within term time will not be authorised.

This policy should be read in conjunction with policies on Admissions and PSHE

Expectations

We expect that all pupils will:

- attend school regularly
- arrive on time and appropriately prepared for the school day
- tell a member of staff about any problem, which is making it hard for them to attend school regularly.

We expect that all parents/carers will:

- encourage their children to attend school every day and on time
- ensure that they contact the school as soon as possible whenever their child is unable to attend school
- ensure that their children arrive in school fully prepared for the school day and check that they have completed their homework
- provide the school with up to date home, work and emergency contact numbers
- not arrange family holidays to take place during the school term
- inform the school in confidence about any problem, which might affect their child's attendance or behaviour.

Parents' carers can expect that the school will:

- provide a good quality education
- record their children's attendance regularly, accurately and efficiently
- make every reasonable effort to contact the parent when their child fails to attend school without good reason
- deal discretely and properly with any problem notified to the school by the parent
- make all efforts to encourage good attendance and behaviour
- instigate proper enquiries before removing the child from the school roll.

Promoting Good Attendance

We will encourage good attendance by:

- accurately completing attendance registers at the beginning of each session and within 10 minutes of the start of the session
- following-up absence on the first day
- undertaking attendance checks at appropriate times
- sending parent/carers yearly attendance figures

- collecting data on attendance for the whole school and making this available to governors and to parents.

Responding to Non-Attendance

When a pupil fails to attend school without a satisfactory explanation, we will:

- contact the parent on the first day of absence by telephone, email, Parentmail or write to them by first class post
- a second 'contact' will be sent to the parent/carer or a home visit may be made if there has been no response and the unauthorised absence has exceeded 2 school days
- if the non-attendance continues beyond 5 days or if the pupil fails to attend for 3 complete weeks in any 6 week period, a further attempt will be made to contact the parent/carer
- if the parent/carer fails to respond, the matter will be discussed with school's Education Welfare Officer, with a view to a formal referral.

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Head Teacher will be responsible for deciding upon the programme for return and for the management of the programme. All staff need to be aware that this is a difficult process which requires extreme sensitivity and that any problems should be notified to the Head Teacher as soon as possible. In collaboration with the parent and the EWO, programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons, as appropriate. This may involve the Special Educational Needs Coordinator.

Organisation

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils the importance of the education being provided.

Governors

- To ensure that the school has in place a whole school attendance policy
- To receive annual reports from the Head Teacher in respect of attendance data and trends
- To monitor the effectiveness of the whole school policy

Head Teacher

- To oversee the whole policy.

- To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those pupils looked after by the County Council.
- To report to governors on attendance issues on an annual basis
- Pupils are registered accurately and efficiently
- Attendance targets are set for individual pupils (as appropriate)
- Parents or careers are contacted when reasons for absence are unknown or unauthorised
- Pupil attendance and lateness are monitored regularly
- School attendance statistics are reported to the LA, parents and governing body
- Work with outside agencies, when required, to try and improve individual attendance levels
- Ensure that pupils absent for long periods because of ill health receive appropriate learning support
- Work with parents at an individual level to try and overcome any problems proving to be a barrier to regular attendance
- To liaise with class teachers

Class Teachers

- To complete registers accurately and on time within 10 minutes of the start of each session
- A pupil is considered to be absent if not in class within 10 minutes of the start of a session
- Record absence with a red circle
- If the reason for absence is known this can be recorded
- If reason for absence is not known this will be recorded by admin
- A late mark is recorded if a pupil is more than 10 minutes late for a session
- Late marks will be recorded by Admin
- Comply with Emergency Evacuation Policy by returning registers to the school office within 10 minutes of the start of a morning session and 5 minutes of the start of an afternoon
- To record all reasons for absence in the register.
- Confirm any lateness with admin
- To inform the Head Teacher of concerns
- Monitor pupil attendance and absence in their own class
- Encourage pupils to attend school regularly and inform the Head Teacher of any significant issues relating to attendance/late arrivals
- Use appropriate LA codes to note absence/lateness sheet for absence
- Inform admin of any written or oral reason provided by a parent for pupil lateness or absence

Pupils will be encouraged to:

Attend school regularly.

Parents and Carers will:

- Ensure that the child attends school regularly
- Inform the school on the first day of non-attendance
- Provide written or verbal information to school with regard to the reason for absence
- Discuss planned absences with the school in advance (e.g. family holidays, special occasions)

There is no legal entitlement for leave of absence. Authorisation of leave is still at the discretion of the Head Teacher. However, any request will not be authorised unless there are exceptional circumstances. The appropriate form must accompany any request, which is available from the school office.

Monitoring and Evaluation

The Head Teacher will, on a yearly basis, provide data on pupil attendance against the number of sessions taught. This will be provided to parents and form part of the annual report. The Head teacher will provide the governing body with comparisons to national averages. The data will be sent to the LA for analysis. The Head Teacher and the governing body will evaluate the data and decide what, if any, further action needs to be taken.