



## **HOYLAND COMMON PRIMARY SCHOOL**

### **ATTENDANCE POLICY**

#### **Ethos**

Hoyland Common Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential. To achieve this, good attendance and punctuality are essential and school staff will work with pupils and their families to ensure that pupils attend school regularly and punctually.

To meet these objectives the school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure, together with an effective system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. This will be supported by strong links with HCPS Children's Centre Support Staff and other appropriate agencies.

The school wishes to encourage good time keeping and good attendance, whilst at the same time challenge the few parents who give low priority to attendance and punctuality.

#### **Aims**

Our overall aim is to promote and maintain good attendance at Hoyland Common for all pupils. Specifically this will involve:

- Clearly defined roles and responsibilities of everyone concerned.
- Tracking attendance and highlight attendance issues through use of an electronic register on SIMS (Nursery to Y6) and an absence tracking spreadsheet.
- Promoting effective partnerships with everyone concerned and appropriate agencies.
- Celebrating good levels of attendance through various methods (certificates, visit/trips, etc)
- Developing the Attendance Officer role to ensure links with support workers

### **Roles and responsibilities**

#### **EWO**

- To be in regular contact with the Attendance Officer/Learning Mentor, at least monthly, in order to address issues.
- To provide further links with parents.
- To inform the school of LEA-directed initiatives/procedures regarding attendance.
- To actively promote good attendance at the school with involvement in the setting up of support structures for pupils and parents.
- As a result of school referral issue final warning letters to parents who have not responded positively to other attempts to improve attendance.
- To complete home visits as required.
- To initiate prosecutions in the magistrate's court when all attempts to improve attendance has failed.
- To support the school in implementing procedures regarding attendance issues.
- If a pupil in non-compulsory schooling (FS1) has 5 sessions without a suitable reason for absence a referral to the EWO will be made.

#### **SLT**

- SLT will liaise with parents to promote good attendance.

- In cases where attendance falls below 92% SLT will contact parents to discuss – with exception of the first half term.
- Leave of absence requests will be reviewed by SLT and a decision reached.
- SLT will support the role of Attendance Officer and be responsible for liaising with vulnerable families in relation to attendance.
- To identify vulnerable groups and families and work with EWO and Attendance Officer to provide additional support.

### **Attendance Officer**

- The attendance Officer in school is responsible for checking attendance on a daily basis. (Nursery to Y6)
- The attendance Officer will contact parent/carers on the first day of absence, if they have not let the school know by letter or telephone as to why their child is not at school. This will be followed up and the parents will be contacted each day until a valid reason has been given. This will include following up absences from FS1 on first day of absence (though as Nursery is non-statutory the absence will not be followed up with ATT letters). Should absence persist school and the EWO will engage with the parents, possibly through a home visit.
- Attendance Officer will issue letter ATT4 to parents who have not given a reason for absence after a day of unauthorized absence. Should attendance not improve letters (ATT1, 2 and 3) will be issued. – See appendix
- To contact the Education Welfare Officer as and when required for advice and to notify of any long term absence to arrange a home visit.
- Attendance Officer will issue paper work in relation to absence requests and to inform parents of why the requested requests have been refused (using BMBC forms). Attendance Officer/Learning Mentor to provide EWO with information regarding unauthorised holidays taken in order for Fixed Penalty Notices to be issued as required.
- To meet on a regular basis with the EWO to discuss the attendance of the whole school and any specific issues
- The Attendance Officer will analyse attendance, identifying trends and addressing issues (half termly and annually)
- The Attendance Officer will each term ensure children are rewarded for 100% attendance and improved attendance.
- The Attendance Officer will make SLT aware, on a half termly basis, of any children who's attendance falls below 92% and will track and target pupils with persistent absences.
- The Attendance Officer will provide the SLT with half termly attendance and lateness report, looking at the attendance of whole school, classes, cohorts and vulnerable groups.
- Attendance Officer will attend and input in to monthly vulnerable pupil meetings.

### **Learning Mentor**

- To be an external link for parents of children with a long term illness.

- The Learning Mentor is also available for meeting and supporting parents with any issues regarding attendance.

### **Staff**

- Staff will ensure registers are completed and closed at 9:00am.
- Staff will ensure that any letters or messages related to pupil absence or lateness are passed on to the Attendance Officer promptly or a note is made on SIMS.
- FS1 staff to alert the Attendance Officer of absences from Nursery on first day of absence. Attendance Officer will then follow up these absences requesting a valid reason from parents for their child's non-attendance at nursery.

### **Parents**

- To ensure good attendance of their children (as stated in the HCPS Home/School Agreement).
- To organise holidays during the school holidays, not in term time.
- To arrange appointments outside school hours wherever possible and to inform the school in advance of any appointments during school time.
- To inform the school either by telephone or letter on the morning of the first day of absence before 9.30am.
- To keep the school regularly updated where there is extended absence due to illness.
- To liaise with the school regarding the collection of work for extended absence.
- To ensure that the school has updated telephone contact numbers so that contact can be made quickly in an emergency or if there is an unexplained absence from school.

### **Pupils**

- To attend school every day.
- To bring relevant absence/appointment notes to the class teacher.

### **Governors**

- To support the school in the implementation of the attendance policy.  
Attendance Governor – Erika Clegg

- Feedback attendance information to governors post governor challenge meetings.
- Attendance Governor to maintain regular contact with regards to attendance and punctuality.

#### **Other external agencies**

- To support the school by participating in liaison meetings as appropriate.
- To support the school as appropriate in any relevant initiatives.

### **Promoting effective partnership with stakeholders and appropriate agencies**

#### **Pupils**

- Staff to maintain a high profile of good attendance in lessons and assemblies.
- Display of attendance figures at focal points.
- Pupils with 100% attendance will receive a reward each term.
- 100% attendance certificates and most improved attendance to be awarded at the end of each term.

#### **Parents**

- Regular attendance update half termly by letter for pupils whose attendance falls below 96.5%.
- Attendance Officer and Learning Mentor always on call to discuss any difficulties or concerns that parents are having with their child's attendance.
- First day absence contact.
- Early involvement in attendance issues.

#### **Staff**

- Staff will ensure that registers are completed and closed by 9:00am each morning. Children arriving later than this must arrive at reception to be signed in and registered and their lateness recorded.
- Attendance Officer to keep staff fully informed of attendance data and issues.
- Learning Mentor/Class teachers/SLT to liaise to ensure attendance issues are tackled and pupils/parents supported by all school staff.

### **Outside agencies**

- Provide attendance reports for governors meetings
- Outside agencies to provide attendance data on specific pupils for meetings.

### **Procedures**

All staff have a role to play in promoting good attendance in the school. All should have high expectations of pupil attendance and actively encourage those pupils who have good attendance or are seeking to improve it. The good attendance and punctuality of staff themselves also provides an excellent role model for pupils.

All staff have responsibilities for attendance depending on their role as indicated in the previous section. The procedures necessary to fulfil these roles must be carried out in a consistent manner if they are to be effective.

Attendance will be monitored half termly. At this point pupils whose attendance is below the school target will be issued with the letter ATT1. Pupils whose attendance is below 92% will be issued with the letter ATT2. Pupils whose attendance is below 90% will be issued with letter ATT3 (other than in the first half term of school where pupils with attendance below 92% and 85% will also be issued with letter ATT1).

If a parent has not given a reason for absence after a day of absence they will be issued with the letter ATT4.

In FS1 the procedures outlined in 'PROMOTING GOOD SCHOOL ATTENDANCE AT SCHOOLS AND NURSERY SETTINGS' will be followed. Attendance concerns will be raised when 5 sessions are missed without a satisfactory explanation given.

### **Persistent Absence**

Pupils whose attendance is less than 90%, or more than 14 days off in 1<sup>st</sup> term, 28 in 1<sup>st</sup> and second term, or 40 or more in 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> term, will be carefully monitored and the Learning Mentor will work closely with parents and the EWO to address this issue following referral.

Reintegration after persistent absence – child will be given a return to school meeting and recorded on SIMs. If a phased return is deemed necessary (eg after illness) then this will be discussed with parents and plans put in place for the child's return.

**Lateness**

Lateness will be defined as a child arriving at school after registers have been closed, in this case 9:00am. If a child is late on 4 or more occasions in any monitoring period a letter will be sent out to the parents and lateness monitored closely, letter ATT5.

**Leave of Absence/Holiday requests**

Request for holidays during term time will not be authorised except for in exceptional circumstances. It is to the discretion of the headteacher to assess each request on whether circumstances are exceptional, holidays during term time are not an entitlement. Parents should make every effort to take leave during school holidays. Parents/carers requesting holiday/leave in term time are asked to complete a Leave of Absence Request form which is available from the School Office.

**Leave for religious purposes**

Leave for religious festivals is at the discretion of the Head teacher. The request must be made well in advance of leave taking place.

All attendance will be completed on BMBC procedures.

If a child is removed from school for an unauthorised holiday the School can ask the Education Welfare Service to issue a Penalty Notice, which carries a fine of £60 - £120 per child.

[Links to other policies:](#) CME, Safeguarding, Barnsley LEA 'Promoting Good School Attendance' document. Also HCPS Home School Agreement.