HUTTOFT PRIMARY SCHOOL (Academy)

ATTENDANCE POLICY
Term of Review: Summer 2017

The Governors and staff of Huttoft Primary School believe that regular school attendance for pupils is vital to their academic progress, personal development and well being.

1.   **Registration Arrangements**

These are reviewed annually and printed in the back of each register at the start of each academic year.

Registration is taken promptly at 08:35; the class teacher marks those present and the register is then returned to the office. Late arrivals i.e., those after 8:35 are completed by the office. They are recorded either as 'L' (late before Registers close) or 'U' (late after Registers close). Registers close at 8:45 am.

Parents are reminded regularly via newsletters that all children should be in class for 08:35 ready for a prompt start to the day.

Registers must be returned to the school office by 08:50 following morning registration and as soon as possible following afternoon registration. The registers are collected by the class teacher or class monitors prior to the start of the morning and afternoon sessions. The daily attendance is transferred onto Integris. No child leaves the premises at lunch time so afternoon 'lates' do not occur.

2.   **Monitoring Attendance and Punctuality**

The Headteacher reviews the morning attendance every day, as soon after 08:35 as possible along with the Late Book entries.

Parents receive termly data on their child's attendance and where attendance is causing concern a letter to that effect is issued with the data sheet. The school monitors attendance data weekly. Governors receive termly updates on attendance and set annual targets for improved attendance data. All new parents are issued with a School Attendance leaflet 'Advice to Parents'.

Attendance is discussed at least termly at staff meetings and each Spring Term an in depth Attendance Report prepared by the administrator, is reviewed by the teaching staff.

Newsletters are used to highlight the importance of regular and consistent attendance to parents and children. The class with the highest attendance percentage is published weekly in the newsletter. The monitoring of

punctuality is a key area of focus and data is advised to parents/carers regularly throughout the year.

3.   **Pupil Absence**

Procedure: In the case of unexplained absence by 11:00 on the first day of absence, the school will initiate a telephone call to the home.

If there is no response a further call will be made before 15:00 on the first day.

If there is still no response, the same process will take place on the second day.

If no contact can be made by the third day an 'Absence letter' will be sent by Royal Mail requesting confirmation of receipt of the Absence letter within 2 days. It will also state that the Education Welfare Officer will be contacted in the event of no response. The letter will include an invitation to a meeting at school to discuss the situation.

4.   **High Absence**

Parents/carers of pupils with attendance below 90% in any one term and insufficient information to explain it, will be notified in writing of the 'need for regular attendance'.   They will be invited to an appointment with the Headteacher to discuss the situation.

5.   **Leave of Absence**

   a) When a pupil leaves school mid-session to attend an appointment or is sent home poorly there is no alteration to the register. An entry is made in the relevant notebook retained in the office.

   b) The Governing Body discourages Leave of Absence in term time. Parents/carers should apply in writing to the Headteacher at least 2 weeks in advance for leave of absence for their child. The Headteacher will respond in writing, to all applications referring parents/carers to the school's Pupil Leave of Absence in Term Time Policy at the time of writing. Individual pupil attendance data is analysed before any application will be considered for authorisation; it must be at 95% present or above for the current academic year. Checks on the previous year's data may also be made. That too, should be at least 95% present. Attention is drawn to the fact that unless the circumstances are very exceptional, 'holiday leave' will not be approved.

6.   **Missing Children**

   a) If a child is unexpectedly not present for afternoon registration, a message will be relayed to the Headtecher/office for information/action.

b) Children deemed to have 'left' Huttoft School and not claimed by a receiving school within 2 school weeks of leaving, will be referred to the EWO as 'missing'.

7.   Full Attendance

Children with 100% attendance in any term will be rewarded with a Certificate. Further certificates are awarded for 100% Annual Attendance, 100% Key Stage Attendance, 100% 7 years Attendance. The Certificates are presented in an Assembly to which parents/ carers are individually invited.

8.   Celebrating Attendance

Each Friday during Assembly the class with the highest percentage attendance is awarded the 'Attendance Trophy' for the week.

9.   Pupil Tracking

Data on whole school attendance is issued to class teachers termly. The progress of children whose data is 90% or below in the previous term is specifically tracked and discussed at the relevant Pupil Progress Meeting. Referral to the Headteacher will be made where progress has/is clearly hampered by an attendance/punctuality issue. The Headteacher will, if not already initiated, review the individual child's progress and follow the school's procedure for working with parents/carers to improve attendance.

10.   Registration Symbols

The following are to be used am and pm –

/	**Present**
N	**No reason yet provided for absence**
	(N to be marked in pencil only)
M	**Medical/Dental appointment**
I	**Illness (not medical or dental appointment)**
G	**Family Holiday** (not authorised by the Headteacher)
H	**Family Holiday** (authorised by the Headteacher)
V	**Educational visit or trip**
R	**Religious observance**
L	**Late** (before Registers close)
U	**Late** (after Registers close)
E	**Excluded (no alternative provision made)**
B	**Educated Off Site**
X	**Below statutory school age attendance**

Please ensure all Registers are completed in ink with the exception of 'N'