

Vauxhall Primary School & Children's
Centre

Primary School

Attendance & Punctuality

Policy

and

Procedures

CONTENTS

Introduction	3
Mission statement	3
Aims & Objectives	4
Targets	4
Communication	5
Methods used to display links between attendance and achievement	5
Registration	6
Registration Procedure	6
Late System	7
Punctuality Procedure	8
Attendance Procedure	8
Attendance & Punctuality Meetings	9
Religious Observance	10
Term Time Holiday Absence	11
Requesting Term Time Leave	11
Reintegration	12
Strategies	13
Resources	13
Roles & Responsibilities	15
External Agencies	18
Monitoring and Evaluation	19
Links to other documents	19

Introduction

This document sets out the school's aims, expectations and practices concerning attendance and punctuality.

The school attendance policy will be made available and accessible to:

- School staff
- Parents & Carers
- Pupils

Mission Statement

- We believe that education is the key to future opportunities, and is an important part of a child's development.
- We aim to provide every pupil with an excellent standard of education.
- We recognise that in order to achieve their full potential, and attain educational success, pupils need to attend school everyday on time.
- We recognise that there is a direct link between attendance and educational achievement.
- We endeavour to ensure that all our pupils receive an equal opportunity to learn and succeed, regardless of their ethnicity, gender, religion, or disability (see equal opportunities policy).
- We will ensure that all our procedures and practices are in line with the five, Every Child Matters outcomes (1. Be healthy, 2. Stay safe, 3. Enjoy and achieve 4. Make a positive contribution, 5. Achieve economic well-being).

Aims and Objectives

- To improve the overall attendance of pupils at the school.
- To raise the profile of attendance and punctuality in the school.
- To ensure that attendance and punctuality is a high priority for all staff, parents and carers, pupils and partners.

- To provide clear ways of working and define agreed roles and responsibilities, to promote consistency and fairness.
- To create and develop clear lines of communication between home and school.
- To ensure the school is aware of and fulfilling it's social, moral and statutory duties.
- To promote effective partnerships with the LA and other external agencies.
- To make all expectations relating to attendance and punctuality clear to all parties affected by them.

Targets

- We aim to achieve and maintain high standards in attendance.
- Specific and realistic targets will be set for each school year.
- The school targets are based on our aim to achieve an improvement on the previous year's performance.

The overall school attendance target for Sept 07 - July 08 is 93.5%.

Communication

All attendance related communications between school based staff will be recorded in a clear/concise manner, using an attendance record sheet whenever possible. Attendance direct to WS database – pupils file.

Parents and Carers will be notified of attendance/punctuality issues pertaining to their child by; initial phone contact, letters and meetings.

- Learning Mentor
- School Administrator
- Parent Governors Panel.

Methods used to inform Parents/Carers & pupil of the link between Attendance and Achievement

- Including information in the school newsletter
- Including pupil's attendance/punctuality information at parent's evenings (three times per year)
- PSHE lessons – Attendance forms last week per term
- Letters
- Special attendance and punctuality assemblies (Mondays)
- Special end of term/year attendance and punctuality award ceremonies
- Circle time discussions with class teacher - fortnightly
- Meetings with attendance leader/learning mentor
- Parent groups/Parent Governors on Attendance panels
- Contacting parents re attendance/punctuality at an early stage – First Day Calling
- Reviewing and updating the school attendance policy – Attendance Lead
- Displays, notices and banners in and outside of school

Registration

The school will keep:

- An admissions register, which records the personal details of every pupil at the school; and
- An attendance register which records every pupil's attendance at both morning and afternoon sessions that the school is open to pupil.

The admissions register will include the following information for every pupil:

- Full name, gender, date of birth, the date the pupil was admitted to the school and the name of the school the pupil last attended.
- The name and address of every parent and/or carer of the pupil that is known to the school;
- Which of these parents and carers the pupil normally lives with;
- Emergency contact details of the parents and carers;

- The school may include further parental information in order to enhance communication or conduct security checks when parents contact the school.

Registration Procedures

1. The school playground gates will be opened from 8.45 am.
2. School starts promptly at 9.00 am.
3. A bell will sound in the playground at 8.55 am.
4. When the bell sounds, all pupils will line up in the designated area for their class, where the class teacher will be collecting them.
5. On arrival at the class, the teacher will conduct registration at 9.00 am.
6. Registers close at 9.10 am.
7. At 9.10 am the register will be taken to the school office.
8. The school administrator will analyse all registers and input the relevant data into the computer system.
9. The class teacher will compile a list of the names of pupils who are absent from the registers on The Attendance Monitoring Sheet
10. First Day Calling will commence at 9:30am.
11. Wauton Samuel will be updated daily with reasons for absence from parents by midday each day.

Late System

1. Pupils arriving after 9.00am will be marked as late in the register.
2. At 9:00am all entrances to the school will be closed.
3. The late desk will be set up at the main entrance and will be manned by the Head Teacher or a member of the attendance team between 9:00am and 9:30am. Learning Mentor passes information to School Administrator.
4. All pupils arriving after 9:00am must collect a blue late card and submit the following information:
 - Name
 - Class
 - Reason for lateness

5. The SAO will ensure that pupils entered in the late book are also marked down in the relevant class register correctly.
6. Pupils arriving at school after 9:30 will be marked in the register as unauthorised absence.
7. First Day Calling will commence at 9:30am and an explanation of absence will be sought from parent.

Punctuality Procedure

1. Pupils with two or more lates in a week will result in a phone call home by the School Administrator.
2. Pupils who are late four times or more, in a two week period, will receive a late letter home, unless the school was informed previously and the reason substantiated.
3. A further four or more lates in the following two week period will result in the pupil's parent/carer being sent a letter requesting their attendance at a meeting with the learning mentor.
4. Failure for a pupil and parent/carer to achieve target will result in the parent/carer having to attend a second meeting. The second meeting will be with the head teacher and attendance leader. The learning mentor may also be involved in this meeting if it is deemed necessary.
5. Failure to meet targets and/or breach of the home school agreement will result in either the parent having to meet with the school attendance panel, or the panel discussing the individual case. The panel will agree the next action, and set targets where appropriate.
6. Failure to adhere to agreed targets/decision of the school attendance panel may result in parent penalty notices or parent prosecution proceedings being initiated.

Attendance Procedure

1. All pupils who are not in school by 9:30 am will be regarded as being absent and be marked in the register as an unauthorised absence.
2. First day calling will commence at 9:30 am to find out why pupils are not in school.
3. If phone contact with parents/carer is not achieved then a letter will be sent out on the first day of absence.
4. If there is no contact from a parent/carer, first day calling will continue everyday until contact has been achieved or until the child has returned to school.

5. If a child is absent for at least ten days without contact from parent/ carer then the designated liaison officer will contact the LA's Education Welfare Officer and make a referral.
6. Pupils who have two or more separate periods of absence in a term (6 wks) will result in the pupil's parent/carer being sent a letter requesting their attendance at a meeting with the learning mentor. Targets will be set at this meeting (see attendance meetings).
7. Failure for a pupil and parent/carer to achieve a target within the agreed time period will result in the parent/carer having to attend a second meeting. The second meeting will be with the learning mentor and the attendance leader. The Head teacher may also be involved in this meeting if it is deemed necessary. Targets will be set at this meeting (see attendance meetings).
8. Failure to meet targets and/or breach of the agreement made will result in either the parent having to meet with the school attendance panel, or the panel discussing the individual case. The panel will agree the next action, and set targets where appropriate.
9. Failure to adhere to agreed targets/decision of the school attendance panel may result in parent penalty notices or parent prosecution proceedings being initiated.

Attendance and Punctuality Meetings

At the first late meeting the learning mentor will discuss the following:

- Enquire as to reasons for absence or persistent late attendance.
- Identify any areas of need & offer at least one measure of support.
- Implement enhanced monitoring & targeted intervention for pupil.
- Remind parent of the school's policy and expectations.
- Set achievable and reasonable targets (pupil/parent).
- Utilise incentives and rewards.

At the second meeting the learning mentor and attendance leader will discuss the following:

- Enquire as to why the previously set targets have not been met
- Pupil's statistics and attainment information.

- The link between good attendance/punctuality and achievement to be made clear.
- Identify any areas of need & offer at least one measure of support.
- The school attendance/punctuality policy will be referred to, in order to remind parents/carers of the school's and the LA's expectations.
- A home school agreement/contract made to include achievable and reasonable targets over a prescribed period of time.
- Formal notification of the next stages in the school's procedures.

At the school attendance panel meeting the following will be included:

- Analysis of the pupil's data re attainment, attendance and punctuality.
- Review of case and progress/engagement so far.
- Panel to make a decision as to the next course of action.
- Home school contract be utilised.

(The attendance panel may also be utilised to address late collections).

Religious Observance

The school will authorise absence that is due to religious observance but the day must be:

- Exclusively set apart for religious observance.
- Set apart by the parents' religious body (not the parents).

Term Time Holiday Absence

- Holidays in term time are discouraged by the school and Lambeth LA.
- Holidays in term time are not a right, and will not necessarily be granted.
- Leave will only be granted where proper procedures have been followed.
- Special Leave will not be granted retrospectively.

- The head teacher is the only member of staff who can authorise a special leave request.

Requesting Term Time Leave

1. A request for a pupil to have special leave during term time must be made using the 'Request for Leave during School time' form, which is available from the school office.
2. Each special leave request is considered on an individual basis, using the criteria laid out below.
3. All applications for special leave in term time must be made at least 10 days in advance by the parent/carer or corporate parent that the pupil normally resides with.
4. If the school does not authorise the special leave request and the child is subsequently absent from school, the absence is marked as unauthorised.
5. If a pupil is kept away for longer than the agreed period, without additional notification/contact from a parent/carer, a referral will be made to the LA Inclusion team.
6. The additional period of absence will be marked as unauthorised (unless there are unavoidable reasons).
7. A special leave request for a period longer than two weeks is seen as exceptional and will need to be authorised by the Governing Body.

Criteria Used to Authorise or Deny Special Leave

- The amount of time requested
- The age of the pupil
- The pupil's general absence/attendance record
- The proximity of SATs and public examinations
- The length of the proposed leave
- The pupil's ability to catch up the work
- The pupil's educational needs
- The general welfare of the pupil
- The circumstances of the request
- The purpose of the leave
- The frequency of the activity
- When the request was made

The Head teacher (up to 10 days) and the Governing Body (10 days +) are the only ones who can authorise a special leave request during the school term time.

Re-integration

Pupils who are returning to school after a period of absence will be afforded special provision under the school's reintegration process.

The reintegration process may include any of the following:

- Parent/Carer meeting with the attendance leader (learning mentor/Inclusion Manager/class teacher may be involved where appropriate).
- Opportunities and help to catch up on missed work.
- One to one/group sessions with the learning mentor.
- Friendship groups or buddy systems being established.
- Targets set by learning mentor.
- Enhanced monitoring/targeted intervention (where appropriate).

Strategies

The following strategies will be used by the school to address attendance and punctuality issues:

- | | |
|--|---|
| <ul style="list-style-type: none"> • First day calling • Attendance/punctuality monitoring cards • Breakfast club • Whole school competitions • Assemblies • Attendance/punctuality award ceremonies | <ul style="list-style-type: none"> • Maintaining clear and effective policies and procedures • Making the school's attendance policy available to parents/carers, staff and pupils in accessible formats • Targeted interventions by the learning mentor |
|--|---|

Resources

In order to achieve and maintain good levels of attendance the school will utilise the following:

Registers

A paper register will be taken by the class teacher to ensure all pupil attendance is recorded at the beginning of the morning and afternoon sessions (See Health and Safety policy).

Assemblies

Encouraging and interactive assemblies, containing information and themes based on maintaining good attendance and punctuality.

Computer database (Wauton Samuel software)

The school uses a computer database to ensure that all attendance and punctuality statistical information is recorded in a clear way, and is readily accessible. All attendance and punctuality records will be kept for three years (at least).

Late book

To keep a record of all pupils who arrive after school starts, in order to inform parents and to be used to determine pupils in need of targeted intervention.

First Day Calling System

The learning mentor will make a phone call home to the parent/carer of every pupil who is not present at school by 9:30am on the first day of absence. This call will be to ascertain the reason why the pupil is not at school. All information regarding first day calls will be recorded and logged appropriately.

Letters

Attendance letters will be sent by a designated staff member where phone contact is not successful (First Day Calls). Letters will also be sent to address any attendance issues, to notify and/or remind parents and carers of school procedures, or to offer support. A letter from the school will be sent out to confirm/invite parents/carers to all attendance related meetings.

Attendance Meetings

The school's procedure relating to attendance includes parent/carer meetings with the attendance leader, learning mentor, head teacher and school attendance panel.

School attendance panel

A school attendance panel will meet once a term to discuss all school attendance matters. They will make decisions as to:

- Whether any changes to school policy/practice are necessary.
- Action to be taken regarding individual cases.
- Have the power to fast track parent penalty notices or prosecution.

School Prospectus

Document publishing basic information about the school will be made available to parents and carers. This document will contain key information relating to the school's ethos and policy regarding attendance and punctuality.

Gate Duty

Random gate duties may be carried out in collaboration with the LA Inclusion Team and/or Attendance officers. Separate random gate duties will be conducted by the Head teacher. Pupils who are late on days when gate duties are conducted will be sent a gate duty letter home.

Leave Request Forms

Special leave request form called 'Request for leave during School time' is available from the school office.

School Induction

The school will conduct an induction for the parents/carers of all new pupils (Reception parents Induction meeting with the Headteacher). This induction will include information regarding the school's ethos and practices regarding attendance.

Inclusion Team

Provides each new child with an admissions booklet 'welcome to Vauxhall Primary School'. Reference is to be made to the mid-term Admissions Policy.

Incentives

The school uses the following incentives to promote good attendance and punctuality:

- 100% attendees announced in assemblies, newsletters, notice boards.
- Certificates of achievements
- Parent certificates, vouchers, activities, events trips
- Special events, trips activities planned for pupils with good attendance and those who have made considerable improvements
- Attendance Cup/Awards
- End of term/year award ceremonies
- Attendance and punctuality awards

Roles & Responsibilities

Governors:

- A designated governor will sit on the school attendance panel (Lana Freeman)
- Will participate in reviewing the school attendance policy at least once a year
- Attendance will be discussed at every governors meeting via the Headteacher's Report on statistical data
- Will ensure that an appropriate budget will be allocated for enhancing the school's ability to address attendance and punctuality issues
- Will deal with the holiday and or special leave requests that are more than 10 school days long

Head teacher:

- Will conduct register checks on all registers at least once a term
- Will inform governors of attendance progress via the Headteacher's Report
- Will meet with individual parents at the appropriate staged meetings
- Will monitor the progress of the attendance leader

- Will sit on the attendance panel
- Will conduct random gate duties
- Is the only person who can authorise special leave or holiday (up to 10 school days)

Senior Management Team (SMT):

- A member of the SMT will be designated the role of attendance leader
- The Deputy Headteacher will be present at front of the school everyday until 9.30 am to conduct a late desk (Head teacher whenever possible)
- Will create ways to ensure that attendance and punctuality maintains a high priority in the school

Teachers:

- Responsible for taking and maintaining daily registers in line with relevant legislation "The Education (pupil registration) (England) regulations 2006"
- Obtaining written explanations for absence (medical notes etc)
- Liaising with the attendance leader at least once a term to discuss attendance issues
- Use creative and innovative methods in encouraging class pupils to attend school everyday and on time.

Learning Mentor:

- Will identify a group of pupils with the lowest attendance statistics
- Devise, implement and monitor targeted interventions for the target group
- Maintain records of targeted intervention and all contact with parents or carers
- Will provide a progress report on the targeted interventions once a term

Parents/carers:

- To ensure their child is present and on time at school everyday
- To ensure their child is collected from school on time everyday
- Ensuring written explanations are given to class teacher/office staff for all periods of absence

- Attending all meetings regarding their child's attendance
- Notifying school of child's absence by 9:30am on the first day of absence
- Make written requests for special leave/holiday during term time
- To adhere to the school's policies, decisions and contracts

Pupils:

- Ensuring that they attend school everyday on time
- Must be aware of and adhere to the school's attendance procedures
- Achieve all targets set as part of targeted interventions
- To participate in school activities to raise the profile of attendance and punctuality

School administrator:

- To input relevant data from the attendance registers into the computer system
- To create and maintain systems to ensure efficient communication between; staff, school and home (parents/carers), the school and external agencies/partners.
- Sending late/attendance letters
- Recording all contact with parents regarding attendance/punctuality.
- To produce weekly print outs of the following attendance and punctuality statistical data:
 - Whole school
 - Individual Pupils
 - Year groups
 - Class

Premises Manager:

- To ensure that clocks are present and maintained in each class room, office and key areas of the school.
- To ensure that all clocks are synchronised with the correct time (GMT/BST)
- To ensure that all school entrances (except the main entrance) are closed at 9.00 am

External Agencies

External agencies involvement will be sought for the following reasons:

- To provide support for parents regarding attendance and/or punctuality
- As part of the School attendance panel
- To seek advice/information regarding legislation and/or good practice
- To initiate parent penalty notices/prosecution procedures

Referrals to external agencies will be conducted by the school's designated liaison officer in the following instances:

- Parent/carer not engaging with school regarding attendance issues
- When a pupil has had 10 days of unauthorised absence, without parental contact with school (to aid the school's tracing of a pupil)
- In accordance with relevant legislation and statutory provisions
- Individual targets not met or agreements/contracts breached
- No improvement in attendance performance within specified time
- Decision by the attendance leader, Head teacher or school attendance panel (adhering to school policy)
- To seek advice/information or support
- Before taking a pupil off the school's admissions register
- When an agreement/contract has been breached
- If there are attendance patterns that may cause concerns relating to child protection issues

Where other agencies are already involved with a family, a decision to make a referral may be made at an earlier stage in the interest of safeguarding the child/ren.

Monitoring and Evaluation

The school attendance policy will be reviewed and evaluated annually.

Evaluation of the school's policies and procedures will be conducted by taking into account:

- The views and feedback from; parents/carers, pupils, partners and external agencies

- Statistical data (spreadsheets, charts, graphs)
- The attainment levels across the school
- The school's performance in meeting the targets set across the school at the beginning of the academic year

Links to other documents

The attendance policy and procedures links with the following other school documents:

- Equal opportunities policy
- Health and safety policy
- Insurance policy
- Behaviour policy
- Anti bullying policy
- Truancy policy
- Inclusion policy

Policy agreed on _____ by the Governing Body

Signed on behalf of the Governing Body: _____

Chair of Resources Committee