



Hoyland Springwood Primary School

Attendance Policy

Reviewed December 2017

Hoyland Springwood Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her true potential.

We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. We aim for our school to be a place where everyone wants to be.

All staff work with pupils and their families to ensure each pupil attends school regularly and punctually.

We have an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives we have an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Aim No 1: To improve the Overall Percentage Attendance of Pupils at School

The school will:

- 1 Apply the Whole School Attendance Policy consistently.
- 2 Establish and maintain a high profile for attendance and punctuality.
- 3 Relate attendance issues directly to the school's values, ethos and curriculum.
- 4 Monitor progress in attendance measurable outcomes.

Aim No 2: To Make Attendance and Punctuality a Priority for all those Associated with the School including Pupils, Parents, Teachers and Governors

The school will:

- 1 Promote the importance of good attendance with all staff members
- 2 Provide termly reports to governors via Headteacher's report.
- 3 Provide termly report to parents via newsletter.
- 4 Convey the importance of attendance at new parents' meetings.
- 5 Provide quality training for staff.
- 6 Display materials at focal points – attendance display in entrance.
- 7 Discuss attendance issues - EWO, monthly attendance meetings (HT, PSA, Attendance Officer)
- 8 Reward systems – termly and at end of year.
- 9 Agree criteria for the authorisation of "holidays in term time" as defined in current LA/National guidance.

Aim No 3: To Develop a Framework which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

The school will:

- Appoint an Attendance Officer who is given time to carry out this role, at Hoyland Springwood, this is Mrs. Andrea Drayton, and provide clear guidance as to staff roles and responsibilities in relation to attendance.
- Maintain unambiguous procedures for statutory registration.
- Send a text to parents on the first day of absence, where no reason is subsequently provided for the absence, a phone call will be made.
- Where contact cannot be made by phone or text, the Attendance Officer will alert a member of the Safeguarding Team and a decision will be made as to whether a home visit is required.
- For children on a Child Protection Plan, if the absence continues to a second day with no phone contact (or the day of absence is a Friday), every effort will be made to carry out a home visit. If this is unsuccessful, or there are concerns, the child's social worker will be contacted to share this information. For other pupils, where the absence continues to a third day, every effort will be made to carry out a home visit. A home visit may also be carried out to support a pupil's return to school, even where contact has been made.
- Maintain clearly defined late registration procedures. From 9.05am, pupils are missing their first lesson and their lateness is considered to have a detrimental effect on their learning and progress. Children who arrive at school after 9am, enter school via the front entrance after this time and register at the office using the electronic system. Children who arrive at school after 9.30am are recorded as being late after the close of registers (U code).
- Contact parents by letter if a child has been late on two occasions within a half term, or (from October half term, where a child's attendance falls and is below 96%, unless there is a clear and accepted reason e.g. a significant illness, for example Chickenpox.
- Engage EWO to support school in supporting families with attendance issues and communicate effectively with the EWO to support positive attendance.
- Review attendance regularly.

Aim No 4: To Provide Support, Advice and Guidance to Parents and Pupils

The school will:

- 1 Highlight attendance in assemblies, parents' evenings, via the newsletter etc.
- 2 Set aside area / time for parents to speak to staff.
- 3 Provide quality communication with parents e.g. when parents ring in.
- 4 Provide accurate and up-to-date contact information for parents.
- 5 Involve parents from earliest stage.

Aim No 5: To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

The school will:

- 1 Use SIMS electronic registration.
- 2 Standardise recording of:
 - authorised / unauthorised absence
 - educational activity
 - presence
- 3 Be consistent in the collection and provision of information.
- 4 Provide clear and agreed information for:-
 - governors
 - pastoral staff and other school staff
 - parents
 - pupils (individual or groups)
 - Education Welfare Service
- 5 Identify developing patterns of irregular attendance and lateness.

Aim No 6: To Further Develop Positive and Consistent Communication Between Home and School

The school will:

- 1 Initiate first day absence contact.
- 2 Make effective use of attendance / punctuality letters.
- 3 Promote expectation of absence letters / phone calls from parents.
- 4 Make use of Attendance Panel Meetings to support families with attendance/punctuality issues.
- 5 Explore the wide range of opportunities for parental partnerships (see Aim 2).
- 6 Provide information in a user-friendly way (may include languages other than English, and non-written).
- 7 Welcome and encourage all parents into school.

Aim No 7: To Implement a System of Rewards and Sanctions

The school will:

- 1 Organise termly and end of year attendance awards and prizes.
- 2 Actively promote attendance and associated reward and effective sanctions.
- 3 Ensure fair and consistent implementation.
- 4 Involve pupils in system evaluation.
- 5 Take action which accords with objectives agreed between school and others e.g. Education Welfare Service, parent, Behaviour Support Service.

Aim No 8: To promote Effective Partnerships with the Education Welfare Service and with other Services and Agencies

The school will:

- 1 Have designated key staff (Mrs Drayton, Miss Smith and Mrs Clark) for liaison with Education Welfare Service and other agencies. The school's Education Welfare Officer is Julie Marsh.
- 2 Give priority to timetabled meetings with Education Welfare Service.
- 3 Carry out initial enquiries / intervention prior to referral.
- 4 Gather and record relevant information to assist completion of Education Welfare Service.
- 5 Agree attendance reviews with key school staff and Education Welfare Service as detailed in the Education Welfare Service Service Level Agreement.
- 6 Arrange multi-agency liaison meetings as appropriate.
- 7 Establish and maintain list of named contacts within the local community e.g. local Police Community Support Officer.
- 8 Encourage active involvement of other services and agencies in the life of the school.
- 9 Develop understanding of agency constraints and operating environments.

Aim No 9: To Recognise the Needs of the Individual Pupil when Planning Reintegration Following Significant Periods of Absence

The school will:

- 1 Be sensitive to the individual needs and circumstances of returning pupils.
- 2 Involve / inform all staff in reintegration process.
- 3 Provide opportunities for counselling and feedback.
- 4 Consider peer support and mentoring.
- 5 Involve parents as far as possible.
- 6 Agree timescale for review of reintegration plan.
- 7 Include Education Welfare Officers, parents and pupil in reintegration plan.

The Role of Parents

In order to manage and promote the regular school attendance of their children, parents will:

- Model to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with school staff and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact school on the first day of absence to inform school of reason for absence and when the child is expected to return, keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.

- Provide school with any medical appointment cards, and wherever possible make appointments out of school hours; where this is not possible parents will ensure that children attend prior to and/or following their appointment.
- Attend any meetings called by school and partner agencies to discuss school attendance.

The Role of the Education Welfare Service

In order to manage and promote regular school attendance, the Education Welfare Service will:

- Visit Hoyland Springwood to monitor registers and identify children with attendance that is a cause for concern.
- Attend meetings called by the school to address with parents any worries the school and the Education Welfare Service may have about a child's attendance.
- Support the school in promoting attendance by attending parents' evenings and events.
- Receive referrals from school to address matters of poor school attendance
- Visit parents' homes to undertake assessment of need, challenge and resolve matters of poor school attendance
- Involve other agencies where appropriate, such as the school nurses

In situations where all other strategies have failed to improve school attendance, the Education Welfare Service will enforce the law; this may result in fines up to £2,500 a custodial sentence and or a parenting order.

Absences

Parents are expected to inform school of the reason for absences however it is school staff who make the decision whether to authorise or unauthorise the absence or not; staff will make this decision based on the information they have. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Re-occurring unauthorised absence will be referred to the Education Welfare Service and this may result in a fine.

Requests for Leave of Absence in Term Time

Hoyland Springwood have adopted the Local Authority's policy in respect of leave of absence in term time (see appendices).

In instances where parents do not complete a leave of absence form; the absence will automatically be unauthorised. The Headteacher considers each application for holidays in term time on an individual basis. In line with statutory requirements and local authority guidance, holidays during term time will only be authorised in **exceptional** circumstances e.g. serious illness or bereavement. The school will make FPN referrals to the LA when families take unauthorised holidays during term time, in line with LA guidance.

Absence for Participation in a Performance

In these instances Hoyland Springwood would follow Barnsley MBC guidance and by laws, working in partnership with Education Welfare service to ensure, that any performance absence is within the perimeters of the law.

Linked Policies

This policy is an integral part of the school's approach to safeguarding. The school has also adopted the local authority's policies relating to:

- Children Missing Education
- Elective Home Education
- Leave of absence during in term time.

All these policies have been endorsed by our governing body, which supports the school in all attempts to improve the attendance and safeguarding agenda.

Attendance Target

The school's attendance target for the year 2017-18 is 97%.

Monitoring Arrangements

The implementation of this policy will be monitored by the governing body via termly reports by the Headteacher.