Pallister Park Primary School Attendance Policy

## Updated January 2015

At Pallister Park Primary School we recognise the importance of good attendance and punctuality. These are key factors in ensuring that your child achieves well during their time at school. This policy outlines the strategies we use to encourage high levels of attendance and good time keeping.

It is essential that home and school work together in partnership to provide every child with a high quality of education.

## Our Aims

1. To encourage regular attendance.

2. To identify cases of non-attendance.

3. To work with parents planning action in order to solve problems of non-attendance.

## Attendance Procedures

1. Attendance is regularly monitored by the Class Teacher and Vulnerable Pupil Support Manager. The register is taken electronically each morning.
2. If a child’s absence is not covered by a letter from home or a phone call parents will be contacted asking for the reason for absence on the day of absence by 10 am.
3. If a teacher is concerned about a child’s attendance they will record their concern internally.
4. If attendance continues to be a concern the flow diagram is followed.

## Attendance Flow Chart

A **Whole school Attendance Report** is viewed monthly to identify children who have;

**Daily Procedures;**

* Lateness recorded by Office Staff in book
* Minutes late recorded on SIMs (15,30 min intervals) by 10am

Attendance below 95%

Attendance below 80%

Monitored internally – discussing reasons for absence and evaluating risk of attendance falling further

Various factors considered and cases discussed at **Internal Review Meeting**

Attendance between 80-95%

\*referral via Teacher, VPSM or SLT

Assessment of the risk of attendance falling further behind.

If no relevant reason;

Office Manager to contact parents

**Letter 1** sent out

If no improvement discussion held internally with EHT followed by

School meeting

or

Referral to Education Welfare Officer

**Independent Education Welfare Services**

Warning **Letter 2** or planned **Home Visit**

**Letter 3 - Meeting 1**

Action Plan agreed

**Letter 4** -No improvement

**Fixed Penalty Warning**

No improvement

**Fixed Penalty Notice**

No improvement

**Legal Action**

Letter 1

A letter to parents informing them that their child’s attendance is below 95% and that it will be monitored regularly and the Independent Education Welfare Officer may become involved if there is no improvement.

Letter 2

If attendance still does not show improvement this letter will inform them that the case has now been referred to the Independent Education Welfare Officer.

Letter 3

Where attendance continues to be unsatisfactory a programme of planned intervention will be pursued. A letter will be sent to parents inviting them to a meeting at the school, with the Independent Education Welfare Officer and the head or Deputy Head Teacher, to draw up an agreed plan of action.

Letter 4

This will be to inform parents that no improvement has been made and warn them that they may be subject to a Fixed Penalty Notice or Legal Action.

## Working with Independent Education Welfare Officers Ltd

The school works with Independent Education Welfare Officers Ltd (IEWO) who assist school by advising and supporting students and parents in ensuring regular and punctual school attendance.

## Leave of Absence Request

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absences and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance and the Head Teacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head Teacher, the expectation is that the child’s attendance will be of a satisfactory level both prior to and after the date covered by the request. You will be informed in writing of the outcome of your request. [ **Leave of Absence Letter** 1]

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you. [ **Leave of Absence Letter 2**]

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days period the Local Authority may prosecute for the offence to which the notice applies.

Where there is more that one child, each parent may be issued with a penalty Notice in respect of each child.

As a parent/carer you can demonstrate your commitment to your child’s education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggest that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.

## Lateness

1. Any Lateness will be recorded daily in the class attendance register and in a book collated by the Office Manager.

2. Regular lateness will be reported in the internal attendance book and electronically.

3. With any case of regular lateness a letter will be sent home by the Head Teacher.

4. Any further persistent lateness will be referred to the Independent Education Welfare Officer.

## Encouraging Regular Attendance

1. Teachers will take every opportunity to encourage and praise regular attendance.

2. Certificates acknowledging good attendance will be presented termly. Children will take these certificates home and a copy will be kept in the child’s Record of Achievement.

3. Children who achieve full attendance for a year will be awarded a prize.