



# GREENHOLM PRIMARY SCHOOL

## ATTENDANCE AND PUNCTUALITY

### FOR PUPILS

#### AIMS:

- To ensure that all children attend school regularly so that the attendance is at least 95% across the school
- To work in partnership with all parties to ensure that everyone attends as often as is possible to achieve the overall school targets.
- To ensure that there are fair and consistent practices and procedures to support good attendance in school.
- To minimise the disruption of absence on children's achievement and attendance.
- To ensure the school complies with the legal requirement to record and report on absences of all the school community.

This policy supports in the following ways.

- **Stay Safe** - Ensuring that all children are safe and attending school at the right time.
- **Healthy Lifestyles**– Supporting children in developing healthy attitudes towards school, work and routines and promoting emotional health and wellbeing of all children and staff.
- **Positive Contribution** – enables children to make a positive contribution to the learning within the class group.
- **Achieve economic well-being** – regular attendance at school enables children to achieve and therefore enables them to build up the necessary skills and good attitudes to work and lifelong learning.
- **Enjoy and Achieve** - Children are more likely to enjoy and achieve at school if they attend school regularly, establish friendships and be successful.

#### ROLES AND RESPONSIBILITIES.

It is parents and carers' responsibility to ensure that all children attend school regularly. Failure to do so may result in fines .

It is parents' responsibility to notify the school of any absence or to make any requests for term time holidays.

It is the member of staff with responsibility for that class to ensure that the register is taken daily.

It is the teachers' responsibility to ensure that all children arriving in class late have been signed in at the school office.

It is the school's responsibility to monitor all absences and discuss these with parents in order to support raising the attendance levels.



## PROCEDURES

1. All children are expected to attend school for the sessions that the school is open. Each half-day is considered to be one session.
2. Children can come into school from 8.45am when School Staff will be out on the yard. The official start time is 8.55am and registers are done digitally at that time and submitted to the office for checking.
3. Children who arrive late must sign in at the school office. Registers are then updated with this information centrally.
4. Parents must notify the school of their child's absence by 9.00am, this will be logged by the school office. After this time, children who are marked absent will be telephoned by the office to confirm the reason for their absence. This is to ensure that their absence is real and that they are safe. A log of the phone calls will be retained in the school office.
5. Leave of absence request must be made in writing and signed by the Head Teacher. The Governors have agreed that up to 10 days holiday a year may be taken in exceptional circumstances. However, holidays cannot be taken during key assessment weeks such as KS2 SATS. Any unauthorised absences that we do not know about in advance will be charged to parents. This charge scales up to £120.00.
6. Children with persistently high levels of absence are monitored and referred via the FAST track process. They will liaise with parents and the school to reduce levels of absence.
7. Children must remain in school until the end of the session. Parents who need their child to leave early must sign and state the reason for the absence.

## STRATEGIES FOR MAINTAINING GOOD ATTENDANCE

Systems are in place for promoting good attendance. These include:-

1. Individual termly attendance certificates rewarding those children who have attendance over 96%. This receives a Bronze award, 98% receive a silver award and 100% receive a gold award.
2. Individuals who have 100% attendance over the year receive a special certificate and prize at the end of the summer term
3. Class recognition for the class with the best attendance weekly, culminating with the class who has the best attendance within a year having a special reward.
4. Issues around attendance and punctuality are highlighted on the school newsletter and website.
5. Attendance is identified on yearly basis to parents through the school report.
6. The involvement of the Educational Social Worker and/or other agencies can be used to support good attendance
7. The use of split weeks within the school year are kept to a minimum in order to support attendance.
8. New personalised cards are being produced to award improved attendance. These will be sent out on a termly basis.
9. Attendance below 90% is monitored by the school office. A system of raising persistent low absence, and improving absence, is in place to make parents aware that their child's attendance is being closely monitored and that there are consequences/ rewards based on weekly attendance figures.



## MONITORING

1. Class teachers monitor attendance on a daily basis. Concerns are identified and followed up by the school office.
2. Absence reports are run regularly and vulnerable children identified and monitored on a daily basis. This would include contacting parents and raising a concern about attendance with them.
3. Absence is reported to the DfE on a termly basis, and the school monitor figures and identify individuals to follow up.
4. Authorised absences such as doctors and dentist appointments are monitored through the year for individual children.
5. Leave of absence requests are monitored by the office staff and the Headteacher, to ensure that no more than the agreed time is taken.
6. The performance of the children identified as vulnerable due to absenteeism is monitored throughout the year.

## COLLECTION AT THE END OF THE DAY.

At the end of the school day children should be collected promptly.

If parents know they are going to be late, they must telephone school to let us know.

If children are going home with another adult, for a visit, party or just an informal arrangement, parents must let us know so that we know that the other parent has permission to take the child home.

Children who are left late are recorded and if children are often left late, parents will receive a letter warning them that arrangements need to be in place for their child to be collected at the right time. If the child is then left late again after a warning letter, then a penalty will be charged. This will be at a rate of £5.00 for each five minutes after school finishes for your child and will be used to offset the costs of supervising the child.

If a child is left for over an hour with no reasonable explanation, they will then be deemed to have been abandoned by their parents and will be taken to social care and health or the police.

### Review & Monitoring.

This policy and procedures are reviewed on an annual basis. This policy will be monitored annually by the staffing and personnel committee.



## Data Protection Act

All parties have responsibilities under the General Data Protection Regulations when dealing with cases of sickness absence. They should treat all aspects of a case as confidential. In addition, sickness data comes within the GDPR definition of sensitive personal data. Any data relating to absence will therefore need to comply with the eight principles;

1. processed fairly and lawfully
2. proceeded for limited purposes and not in any manner incompatible with those purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept for longer than is necessarily
6. proceeded in line with data subjects rights
7. secure
8. not transferred to countries that don't protect personal data adequately.

OFFICIAL POLICY