



ATTENDANCE POLICY

For Ravenscroft children to gain the greatest benefit from their education it is vital that they attend regularly. They should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Please note that any pupil failing to attend school on a regular basis will be considered as a safeguarding concern.

Ravenscroft Primary School has a nominated Attendance Officer and the Attendance Lead is the Head Teacher.

Absence

If a child is absent the parent must:

- Contact the school as soon as possible on the first day of absence either by telephone or in person at the school office.
- Send a note in on the first day of return with an explanation of the absence (either via child or school office). This must be done even if a telephone call has been made.
- Copies of doctor's letter and/or prescription labels should be sent in to verify absence (this is mandatory for illness causing more than 5 days absence and pupils who have less than 85% attendance)

Appointments

Medical or dental appointments should be made wherever possible outside of school times otherwise this will affect a child's attendance record.

Appointment cards should be brought in to verify the absence from school.

Holidays

Holidays in term time will only be authorised in **exceptional circumstances** and where the pupils' attendance record is **excellent**. Requests for holidays in term time must be submitted in writing to the Head Teacher at least 10 days before the requested holiday is due to commence. The date of departure as well as the date of return must be stated. A maximum of up to 10 days may be approved.

School Procedures

The **register** is a legal document and is taken at the start of every morning and afternoon session. Registers are completed in the first 5 minutes of the session and then sent immediately to the office. Those children who arrive after the register cut off time are marked as late. Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Late records are kept for those children who arrive in school after registration.

First day **absence** calls are made by the Attendance Officer where a parent has not already advised the school of their child's absence. Explanations for absence can only be accepted in writing or verbally from a person with parental responsibility. A reason given orally by the child is not acceptable. Home visits will be made where appropriate.

The Attendance Officer and the Attendance Management Service continually monitor attendance and identify pupils falling into the category of **persistent absence** and a rigorous system is in place to address any problems:

- 92-95% attendance – Head Teacher writes to parent/carer advising them that there is a concern
- 87-91% attendance – Head Teacher and Attendance Officer meet parent/carer to discuss the situation and to agree a way forward
- 81-86% attendance – Head Teacher, Attendance Officer and Attendance Management Service meet parent/carer to identify and address reasons for absence and draw up a contract.
- less than 80% attendance - Head Teacher, Attendance Officer, Attendance Management Service and Court Officer meet parent/carer to decide whether to refer to court.

When appropriate, the school also uses Newham Council's Penalty Notice Scheme. Penalty notices can be issued for a range of reasons, including persistent absence, persistent lateness and term time holidays. A Penalty Notice means a fine of £60 if paid within 21 days, rising to £120 if not paid within 28 days. Non-payment will result in legal action

Punctuality

In respect of problems with **punctuality**, the Attendance Officer monitors the late book and identifies persistent latecomers. The Head Teacher and Attendance Officer meet the parent/carer to discuss reasons for lateness and to seek solutions. If lateness continues, the pupil is referred to the Attendance Management Service.

Late collection after school

Children should be collected promptly at the end of the school day and after-school clubs/activities. Children who have not been collected are taken to the late collection area and parent / carers are telephoned to ascertain why the child has not been collected on time. A record of children collected late after school is maintained. School does recognise that sometimes there are genuine reasons for late collection – parents are asked to inform the school that they will be late. If a child is collected late on a regular basis the school will arrange to meet with a parent / carer to discuss actions to be taken.

Promoting Attendance

The Governors, Head Teacher and staff use many opportunities to promote the importance of good attendance and punctuality. These include the home/school agreement, newsletters, rewards and incentives for good or significantly improving attendance.

This policy was agreed	<u>December 2016</u>
Policy to be reviewed by:	<u>December 2018</u>

The following documents have been taken into account in the production of this policy:

- School Attendance (Departmental advice for maintained schools, academies, independent schools and local authorities) November 2013 ref DFE-00257-2013
- The Education Act 1996 - sections 434(1)(3)(4)&(6), 444,458(4)&(5) , 551(1)
- Education Act 2002 - Sections 32, 175
- The Education (School Day and School Year) (England) Regulations 1999
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Parental responsibility measures for school attendance and behaviour : Statutory guidance for maintained schools, academies, local authorities and the police November 2013 DFE-00256-2013
- <http://www.newham.gov.uk/Pages/Services/School-attendance.aspx>

Appendix A

Further information & advice for parents

For advice and guidance on attendance please click on the link below.

- <http://www.newham.gov.uk/Pages/Services/School-attendance.aspx>

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