

GREEN LANES SCHOOL POLICY

FOR

ATTENDANCE

It is our vision and aim to create a learning experience in which every child will achieve and realise their full potential. At Green Lanes Primary school we create caring, confident and committed learners for life.

Date reviewed	Signed by Green Lanes governing body
Date reviewed	Signed by Headteacher
Date Reviewed	Signed by other consulted stakeholder
Due for review	Summer 2017

Green Lanes School Attendance Policy

Initial Statement

At Green Lanes Primary School, we want the whole school community - governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Green Lanes Primary School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

Green Lanes Primary School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

The expectations for school:

- Green Lanes Primary School will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis, a phone call will be made home to the reason for absence on the morning of the day of absence.
- Green Lanes Primary School will follow up all instances of poor attendance and punctuality with a letter where the absence falls below 95% and hold an attendance meeting with parents with AIO in the Autumn, Spring and Summer Terms for pupils below 90%
- Any pupil receiving 15 unauthorised absences in a consecutive two term period will be referred to county attendance team where a penalty fine will be issued to the parents from the county attendance team. Warning of a breach appendix 1 and breach appendix 2

The expectations for parents:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Parents will inform school on the first day of absence and daily on subsequent days of absence, of the reason for their child's absence from school. Exceptions where a child has a sustained period of time of absence due to medical conditions.
- Parents will maintain regular communication with school staff where necessary
- Parents will ensure that school are informed of any changes of contact details
- **Parents will not take holiday absences during school term time**

The expectations for pupils:

- All pupils are expected to attend school and all of their lessons regularly and punctually
- Pupils must remember to hand any note giving reasons for absence to the relevant person
- Pupils are expected to be ready to learn.

Doors open

- School doors open at 8:50 am and pupils should arrive at school for 8:40am when the exterior gates are opened and a member of staff is on duty in the KS2 playground. A senior member of staff rings a bell at 8:50am indicating the start of the school day. FS & KS1 classes are collected by their teachers and KS2 classes sent in by the head or deputy.

Registration

- Registers are called at 8:55 am and 12:45pm FS, 1pm KS1, 1:30pm KS2. Registers close at 9 am. Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked absent for the whole of the session
- Registers will be marked in accordance with DfE guidance.

Lateness

- Any pupil arriving after 8:55am should report to the school office, where an adult will provide a reason for lateness in the signing in book. Where an adult is not present then they will be contacted by phone for a reason.

- The register is amended in the office and the teacher informed that the child is present.

Following up Lateness

- Parents whose children are regularly late for school, will be contacted by the Headteacher or deputy Headteacher and AIO who will work with the parent(s) to bring about an improvement in punctuality. Two lates in a one week period will result in a letter home to parents regarding punctuality.

Absences

- Notification must be provided for all absences from school and these recorded in registers with the appropriate coding.
- Absences are authorised by the Headteacher or deputy in her/his absence within the school
- Letters are sent to all parents of pupils whose attendance falls below 95% this is an amber warning and red warning whose attendance falls below 90% (appendices 3 & 4)
- **School may decide not to authorise absence, even when a reason is provided**

Truancy

- Parents are advised that if a child is found to be missing from school premises, the police will be informed. This will be done by the Headteacher or in his/her absence the deputy Headteacher.

Leaving and returning to School during School Day

- When pupils leave or return to school during the school day, office staff must be notified by an adult collecting or returning the pupil.
- The office will check the signing in book in the result of a fire.

Term Time Holidays

- Green Lanes Primary School discourages parents from taking family holidays during Term Time this is outlined in the home school agreement and at parent briefing meetings.

Rewards

- Green Lanes Primary School rewards good attendance at the end of each term, bronze awards are given to pupils with one full term's attendance, silver awards are given to pupils with two full term's attendance and gold awards to pupils with 100% attendance.

Working with the Attendance Improvement Officer (A.I.O)

- Green Lanes Primary School works in partnership with the allocated A.I.O. to improve attendance for individual pupils and the whole school
- The Headteacher/Deputy headteacher meets the A.I.O. on an agreed schedule
- Green Lanes Primary School works with individual pupils and their families to improve poor attendance
When attendance does not improve sufficiently, and after discussion with the A.I.O. the school will make a formal referral to Children, Schools and Families

Publication of Information

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis in the Head's report.
- Green Lanes Primary School shares information on individual pupils' attendance as necessary with parents, pupils and staff.

Appendix 1

Dear

The Education (Penalty Notices) (England) Regulations 2007

(Name of pupil): Registered pupil at Green Lanes Primary School

This is a formal warning that you are at risk of being in breach of the above regulations. Your child **Name of pupil** has been absent from school and the absence has not been authorised. If the number of unauthorised absence sessions reaches 21 or more in the current and/or previous term the Local Authority may issue you with a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

If you wish to discuss the matter further please contact me within 5 working days.

Yours sincerely

Ms M. Johnson
Headteacher

Cc. Hertfordshire County Council, Attendance Team

Appendix 2

Dear

The Education (Penalty Notices) (England) Regulations 2007

(Name of pupil): Registered pupil at Green Lanes Primary School

This is a formal warning that you are in breach of the above regulations. Your child **Name of pupil** has unauthorised absence of 21 sessions or more in the current and/or previous term and this empowers the Local Authority to issue you with a Penalty Notice.

The Penalty Notice requires you to pay a fine of £60 within 21 days. If this fine is not paid within the time limit the penalty rises to £120 which must be paid within 28 days.

If you are issued with a Penalty Notice this enables you to discharge your potential liability for an offence under Section 444 of the Education Act 1996 of failure to secure your child's regular attendance at school. If you do not pay the fine you will be liable for prosecution for this offence.

Unless your child attends regularly a penalty notice will be issued. You will not receive another warning before the fine is imposed.

If you wish to discuss the matter further please contact me within 2 working days.

Yours sincerely

Ms M. Johnson
Headteacher

Cc. Hertfordshire County Council, Attendance Team