

Angram Bank Primary School



Attendance Policy

Responsibility	Governors & SLT
Date of last review:	Autumn 2020
Date of next review:	Autumn 2021

Introduction

Angram Bank Primary School is committed to promoting good attendance to ensure all children are able to achieve their full potential both academically and socially. We positively promote inclusion, having an integrated resource for deaf and hearing impaired children. The Resource integrates the children into the appropriate mainstream class, as well as local children with varying degrees of educational and social needs. We actively pursue an Equal Opportunities Policy and value differences.

Regular attendance and good punctuality are essential to the educational achievement and personal development of all children. Only children who attend regularly will fully benefit from the academic, personal and social opportunities offered to them by Angram Bank Primary School.

Aims

- To encourage maximum levels of attendance.
- To encourage parents/carers to work with school within a framework of good practice.
- To monitor and track pupils attendance and punctuality through effective systems.
- To address poor attendance through clear, consistent and effective procedures.
- To give recognition to pupils who achieve 100% attendance and punctuality.
- To raise awareness of the importance of attendance and punctuality and its impact on progress and attainment.

Expectations

What parents/carers can expect of the school:

- A broad and balanced education which is dependent upon regular attendance at school.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents/carers when a pupil fails to attend school without providing good reason.
- The encouragement and promotion of good attendance.
- Prompt action to be taken when problems are identified.
- Close liaison with MAST and/or the Attendance and Inclusion team to support families where needed.
- Notification to parents/carers of their child's attendance through the school's reporting system.
- The encouragement and promotion of good attendance through assemblies, rewards and awards.
- Regular communication with parents/carers.

What the school expects of the children:

- To attend regularly and on time, ready to learn.
- They arrive prepared for the day with any appropriate equipment.
- They report to the school office should they arrive after the official registration times of 9.00am and 1.10pm. Infant children can also register at the entrance to the infant building 9.00am – 9.15am only.

Please refer to COVID-19 amendments.

What the school expects of the parents/carers:

- To fulfil their legal responsibility to ensure their children regularly attend school. Section 7 of Education Act 1996 places a duty on parents/carers to secure education of children of compulsory school age.

- To ensure they contact school on the first day their child is unable to attend.
- To ensure their child arrives on time and is prepared for the school day in school dress code.
- To contact the school in confidence whenever any problems occur that may keep their child from attending school.
- To inform the office of any forthcoming holidays and wherever possible to take these during the school holiday period.
- Where possible to make routine appointments out of school hours and in the case of unavoidable emergency appointments to obtain a pass from the school office. It is parents responsibility to provide evidence of the appointment in order for the absence to be authorised (an appointment letter or card should be shown at the office.)

Please refer to COVID-19 amendments

How attendance and punctuality will be monitored

- The junior school playground is open and supervised from 8.50am. At this time the infant classroom doors are also open for children to enter. Registration is at 9.00am each morning and 1.10pm in the afternoon. If children arrive after these times they will be marked as late.
- Any child arriving after 9.00am and 1.10pm must report to the office where they will be marked as late (L). Infant children can also register at the infant building entrance 9.00am – 9.15am only. Any child arriving after 9.30am and 1.45pm will be marked as 'late after registers close' (U). This is then classed as an unauthorised absence.
- The class teacher will take the register and mark children present.
- The office will input any other marks/codes.
- Any absence notes must be taken to the office immediately.
- If no contact is made with school to allow the authorisation of the absence, school will try to contact the parent/carer by telephone.
- If school cannot make contact with a parent/carer on the first day of absence then the child will be given the code N for no reason obtained. Attendance is monitored on a weekly basis and if parents have not contacted school within the week of the absence, the code will be changed to O (unauthorised absence).

Please refer to COVID-19 amendments.

The schools response to lateness

- The names of pupils who are late are recorded in the school late folder with the reason for their lateness.
- Persistent lateness is discussed with parents/carers and a late letter will be sent with the number of late marks shown and a copy of the child's attendance registration certificate.
- If children still continue to be late then parents/carers may be invited to a SAP meeting in school with an Attendance and Inclusion Specialist.
- If necessary a referral may be made to the attendance and inclusion team or MAST to assist and support pupils and their families in getting to school on time.

The schools response to poor attendance

- The school operates a first day absence call system. If parents/carers have not contacted school they will be called for an explanation for the child's absence.
- All pupils with attendance below 93% will be monitored weekly and parents/carers may be contacted via a letter.

- Where relevant a parent/carer may be invited to a SAP meeting in school with an Attendance and Inclusion Specialist.
- All attendance below 93% will be closely monitored and may be unauthorised unless medical evidence is provided. Parents/carers will be informed of this by letter and invited into school if they wish to discuss the matter further.
- If there is still no improvement then a child may be referred to MAST and/or the Attendance and Inclusion team for support.
- If the attendance of a pupil still remains a concern following support offered, the school may refer the case to the Local Authority who will consider issuing a Penalty Notice fine or a Court Summons, whichever is appropriate.
- School will continue to support school attendance.

Please refer to COVID-19 amendments.

Term time leave of absence

- At Angram Bank we follow the Sheffield City Council policy for “Exceptional Leave During Term Time”.
- All term time holidays will be classed as unauthorised, unless deemed as exceptional circumstances by the Headteacher, and marked with code G in the register. Anyone with parental responsibility may be referred to the LEA for a fixed penalty notice to be issued.

Rewards

Class Rewards

Each class has an attendance reward chart. The class achieving the highest percentage of attendance for each week will receive a sticker for the chart and a certificate. Once 5 stickers have been collected the class will receive a treat. If 100% is achieved then they will also receive our ‘secret reward’ where each child will get a surprise. The class who achieves the highest attendance for the whole year will receive an individual trophy. Our attendance boards have a different theme each year, so far we have used Pirates , World Cup, Olympics, Sponge Bob, Toy Story, Bingo and Harry Potter.

Individual Rewards

Children who achieve 100% attendance and 98+% for each term will receive a certificate. Children who achieve 100% for the whole year will receive a reward. We also work in partnership with Sheffield International Venues and any child who achieves school target 96.1% and above for the whole year receives a free ice skating or swimming voucher. School also runs a termly attendance and punctuality incentive, where children with 100% attendance and punctuality will receive a mini reward such as hot chocolate, popcorn and ice cream.

Please refer to COVID-19 amendments.

Parent’s Involvement

- A school attendance information leaflet will be given out yearly to outline the schools expectations and procedures.
- Parent/teacher consultations are used as an opportunity to discuss attendance/punctuality concerns and to celebrate good attendance.
- Parents/carers are encouraged to contact school with any concerns that may have an impact on their child’s attendance.
- School will act as swiftly and sensitively as possible to any parental concerns.

Returning children after prolonged absence

- Meetings with parents/carers to discuss the specific needs of the child.
- Phased return as determined by individual circumstances.
- School and outside agencies will liaise closely on the issue.
- Monitoring and support from the schools learning mentors.
- Regular review meetings.

Please refer to COVID-19 amendments.

Persistent Absence

Children who have a low attendance percentage (below 90%) will be considered as persistent absentees. These children will be monitored regularly and any absences will have been unauthorised from 93% and below, unless medical evidence has been provided. If attendance doesn't improve then a referral to MAST or the Attendance and Inclusion team may be necessary.

Attendance Panel

Where attendance or punctuality continues to be an issue, the school will invite parents/carers to attend a School Attendance Panel (SAP) Meeting to discuss problems and offer support. These meetings will be led by the Learning Mentors in school and could also be attended by an Attendance and Inclusion Specialist from the Local Authority.

Please refer to COVID-19 amendments.

Deleting children from the school roll

Angram Bank Primary School follows guidance and procedures as set out by the Government, including 'The Education (Pupil Registration) Regulations 2006'. These state that schools and Primary Admissions will be able to remove a child from school roll if:

- Primary admissions re-allocate the child to another Sheffield Community or Foundation or Voluntary Aided School and the new school confirms that they have started.
- The School or Primary Admissions have received a letter from the parent/carer that confirms alternative arrangements such as home schooling.
- The child has been continuously absent for a period of not less than 20 school days, absence has been unauthorised and both the school and local authority have been unable, after reasonable enquiries, to ascertain where the child is and have been given authorisation from the Child Missing in Education (CME) Team.

At Angram Bank Primary School we believe that attendance is essential in ensuring that our children have the best possible opportunity to achieve their full potential and succeed in all they participate in at our school.

***** COVID-19 AMENDMENTS *****

After following Government Guidelines that school has implemented a number of new procedures which includes staggered start times, class bubbles, visiting the school office and meetings in school. We will update these half-terminly where necessary. Please refer to your Full Re-Opening of School information to parent's booklet for further guidance.