



Green Meadow Primary School

Attendance Policy

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ATTENDANCE POLICY.

1. RATIONALE

Our aim at Green Meadow School is to offer and provide the greatest opportunity for children's learning. We must ensure that all our pupils have an equal chance to make good use of the education the school offers, by providing a positive and encouraging atmosphere. For this to be achieved it is important that each child attends school regularly. The school recognises that parents have a vital role to play in order to support and encourage good attendance. By accepting responsibility in partnership with the school, we can work together to ensure the children's right to a full education as well as enabling parents to fulfil their legal responsibility.

2. AIMS

- To develop supportive strategies to encourage good attendance and reduce authorised and unauthorised absences.
- To provide a frame work with agreed roles and responsibilities.
- To raise level of parental and staff awareness of the importance of regular school attendance.
- To establish a climate of trust and confidentiality.
- To use attendance data showing improvements for individuals and groups as well as identifying trends.
- To promote effective partnership with local IFS team and other agencies.

In order to achieve the above aims, we will need to establish procedures and practices for all involved in the following partnership.

3. SCHOOL AND GOVERNORS AIM TO:

- Provide a supportive environment which welcomes all children regardless of race, gender or disabilities.
- Establish a consistent approach to attendance procedures and the monitoring of these approaches.
- Offer rewards and incentives for regular attendance and punctuality.
- Keep parents well informed and involved at every possible opportunity through established systems, i.e. by word of mouth, telephone calls, and letters.
- Inform Governors of attendance data and of strategies employed to maintain and improve attendance.
- Approve update and review policy.
- Provide Termly attendance data to all students falling below Local Authority target for attendance.
- Monitor pupil's attendance and inform parents when attendance falls to 92% as it is nearing persistent absence level of 90%.

4. PARENTS

We hope that parents will support our policy in the following ways:-

- Inform schools of absences, i.e. phone calls, messages, notes or visits on a daily basis.
- Discuss with the school any concerns or difficulties that may affect attendance or punctuality.
- Work with the children to support the school policy.

5. CHILDREN

Children should constantly:

- Be aware of the importance of regular attendance and punctuality.
- Be engaged in monitoring and improving their attendance and punctuality.
- Be aware of the supportive role that the school offers with regard to regular attendance and the related procedures.

6. GUIDELINES FOR THE IMPLEMENTATION OF THE ATTENDANCE POLICY

“The positive recognition of good school attendance forms an essential part of a whole school approach to promoting good attendance within the school. It gives cohesion to a positive school ethos which routinely recognises good behaviour and good work and provides incentives for pupils to aim to and maintain a high level of attendance.” Elton Report (1988)

The Head Teacher is the designated senior member of staff with responsibility/ oversight for attendance. However, it is the responsibility of all staff at Green Meadow School to provide a positive and welcoming environment within the school and the classroom. This can be achieved in many ways:-

- Recognise that the start of the day is important.
- Provide a Punctual start and finish to lessons.
- Provide appropriate, differentiated and stimulating tasks – inappropriate work levels contribute significantly to non-attendance.
- Develop opportunities for planned collaborative learning.
- Initiate new children/returners positively into the classroom.
- Encourage Pupils who are late or who have been absent by supporting what they have missed
- And what it means for them and others.
- Utilise the positive behaviour plan and in doing so communicate ‘frequently about positive achievements/improvements and in ways which emphasise the responsibility and role of parents in partnership with the school. Parents should be made welcome and have reasonable access to ALL staff.
- There is frequent feedback to pupils on their progress by teachers in which reference is made to attendance when appropriate.
- Utilise welcome back/initiation of new pupil strategies. These should include:
 - i) Greeting and introducing children to the class.
 - ii) Nominating a “friend” - taking into account cultural, gender and linguistic, differences.
 - iii) Providing opportunities to discuss reasons for absence(s).
 - iv) Adopting strategies to inform and initiate returners into current class work.
- Promote a litter and graffiti free environment.

7. REWARDS AND INCENTIVES

Classroom

- Verbal praise.
- Individual certificates for improved attendance.

Whole School

- Certificates for regular attendance (termly/yearly).
- Awards for best attendance/punctuality across the whole school (shields to be maintained in the classroom) on a weekly basis.
- Excellent yearly attendance celebrated on the last day of the summer term all pupils who have achieved excellent attendance receive a bronze (98%), Silver (99%) and Gold (100%) certificate in recognition of this attainment.
- Each child who achieves 100% attendance for a full term have their name printed in the newsletter in recognition of their achievement along with the best attending class and most punctual class. This is repeated for the Year. And appears in the last newsletter of the academic year.
- Teachers also set individual / whole class targets.
- Pupils are actively involved in monitoring their own attendance/punctuality thereby increasing their personal involvement in the process.

8. PROCEDURES FOR DEALING WITH ABSENCES (SHORT TERM) (absences less than one week).

- The teacher welcomes the child back into class, ascertains the reason(s) for absence (through notes or telephone call to school). If a reason not known The Absence Report should be completed to explain these absences and any notes retained in the pupils personal file until year end).
- If no reason is identified, a letter will be sent home via the school office the following week to ascertain the reason for the absence.
- This procedure is repeated but from the Head Teacher if there is no response
- If there is a pattern of absence/persistent unacceptable reasons for absence, the teacher must keep a record of this and inform the Pastoral Officer.

9. LONGER ABSENCES (Two weeks or a patterned absence)

Absences through Illness

- GMS continues to provide as much education as a Childs' medical condition allows to keep up the momentum of their learning.
- GMS school monitors attendance of those pupils who are absent from school because of short term or chronic illness, and close links are maintained with parents / carers educational support including the provision of work and materials is provided for those pupils who are absent from school with medical conditions for more than 5 days. The class teacher will liaise with Pastoral Officer who in turn will liaise with Medical Advisors and or Home Tuition Providers, so that during prolonged absence pupils receive suitable work for their age and ability group.

The reintegration of children into school after a long absence through ill health is considered a high priority. The school consults parents/carers about general concern, medical issues and the timing and pace of the return. Staff, including Pastoral Officer, Class Teacher, Teaching Assistants SENCO and Home or Hospital Tutor meet to discuss the return to school.

Friends and their peers/pupils are encouraged to help the child settle back into school. Extra support may be provided, subject to available resources, after an analysis of the child's needs.

10. LATENESS PROCEDURES

- Persistent lateness can often precede poor attendance and also presents a problem for the pupil in achieving fully at school. It should be made clear to all pupils, parents and carers about the school expectations regarding punctuality and pupils' readiness to start lessons promptly.
- Pupils will be handed a purple late card to give to their teacher when they arrive after 8.55 a.m. This is recorded as an authorised late.
- Registers officially close at 9.05 a.m. and any pupil who arrives after this time will be recorded as an unauthorised late on the CMIS system.
- All pupils who arrive after the registers have closed are sent to the office so that the register can accurately reflect those children as being present.
- Any child who is persistently late will be given a proforma letter by the class teacher. Should this lateness continue then the Pastoral Officer, will be informed and the parents will be contacted directly and invited into school for a meeting to discuss lateness.

APPENDIX 1

AUTHORISED ABSENCE

There are 3 main categories of authorised absence:

- I. When the pupil is prevented from attending by sickness or any unavoidable cause (need for medical certificate)
- II. If a day is exclusively set apart for religious observance by the religious body to which his parents belong;
- III. On the grounds that suitable transport has not been provided and the school is not within walking distance.

Other categories of absence which are specifically authorised by legislation are:

- I. The child is taking part in approved work experience where the Head Teacher is satisfied that attendances are properly monitored by a tutor;
- II. The child is taking part in a public performance approved and licensed by the LA. Schools are urged to consult their liaison officer for children in entertainment.
- III. Leave has been granted in term time, following the guidelines provided by the Local Authority have been met (these are only in exceptional circumstances the total is no more than two weeks in any school year). This can only be authorised by the Head Teacher.

Term time absence is covered in a separate Local Authority Document – Leave in Term attached as an appendix.

The head teacher, acting for the governing body, might wish to exercise his/her discretion to authorise absence on the grounds of:

- I. Study leave in the period immediately before a public examination.
- II. Domestic circumstance which would include the death of a close member of the child's family, a house fire or other exceptional traumatic event.
- III. Attendance at an interview with a prospective employer or another educational establishment, approved sporting activity
- IV. An educational visit or field studies trip approved by the LA;
- V. Medical or dental appointments if such appointments must unavoidably be made during school hours;
- VI. Exclusions, being of fixed periods.

Unauthorised Absence

A note from parents does not authorise a pupil's absence:

Only the Head Teacher except in cases where the pupil is sick, can authorise any absence. Reasons given by parents should be considered carefully and need not be accepted as authorising the pupil's non-attendance.

a) Truancy

Absence from school without leave from an authorised person, this includes post-registration truancy, absences which have not been properly explained and Parents/carers keeping pupils away from school unnecessarily.

b) Lateness

Persistent lateness can have a cumulating effect and deny full access to the national curriculum. It can be classed as failure to attend regularly (Section 39 Education Act 1944).

c) Term Time Holidays.

Green Meadow Primary School follow the Guide lines laid down by the Local Authority.

Attendance Registers

All attendances and absences are to be held on the schools CMIS computer system. It records all the Information required to meet DFE regulations on school attendance. The following notes will help you fill in the information correctly:- Each day the class teacher will access the Eportal online registration system for their class and mark present and absence marks for each child daily at the beginning of the school day and at the beginning of the afternoon session. If a child is present a” / “is to be used on the system if the child is away an N is to be used.

If child is late the register will be changed to show “L” by the school

If a child is absent and the teacher has been verbally informed they should record the reason at the front of the correspondence folder on the absent sheet along with the date , the child’s name and the reason for absence and the school office will marked the reason on the pupils records accordingly. If the online registration system is unavailable a manual registration should be take on the class eportal laminated registration form and sent to the school office for input onto the CMIS system. Weekly registrations are printed and stored in the school office along with weekly absences. Absent reports are printed daily and filed on the school office. Official registrations will be printed every month. This is a legal requirement and will be stored in the school annexe for a period of 7 years. Office staff make a daily telephone call/text message when a pupil is absent from school for an unknown reason. Additional calls are made by the school to obtain the reason for the absence.

Class registers are printed daily for use of emergency evaluation/ health and safety reason- registers are printed after full registration have taken place.

ATTENDANCE CODES FOR REGISTRATION PURPOSES

#	Holiday for all
*	Not on roll
-	All should attend
/	Present
U	Late (after reg. closed)
B	Education off site
C	Other authorised circumstances
E	Excluded
F	Extended authorised Holiday/Leave
G	Annual Holiday not agreed
H	Annual family holiday (agreed)
I	Illness/ sick
L	Late (before reg. closed)
M	Medical/Dental appointment
N	No reason yet provided for abs-
O	Unauthorised circumstances
P	Approved sporting activity
R	Religious observance
S	Study leave
V	Educational visit
W	Work experience
X	Only staff should attend
Y	Enforced closure
Z	Not part of school's year

BIRMINGHAM CITY COUNCIL EDUCATION DEPARTMENT

Cover Policy

In the event of no cover being available for a class whose teacher is absent due to illness then their class will be split between the remaining classes in that key stage.

For this system to work effectively the following procedure will need to be adhered to.

1. A list of children to be allocated to other classes will be written.

Consideration of children's ability and maturity must be taken into account when allocating classes.

2. Work will be undertaken by pupils in other classes and could include maths, language, science or topic work.

N.B. In extreme staffing difficulties, whereby no supply teacher is available a class may have to be excluded. So that this scenario may be minimised all teachers should support the procedures regarding alerting school to indicate any illness, as precisely as possible.

If supply teachers are used they must provide photographic identification along with their current DSB proforma, where the office will make a record of the disclosure number, date it was taken, the DOB and who requested the DSB. To enter on to the school central record.