

## Attendance Policy

This policy was formally adopted by East Garforth Primary Academy on: 1<sup>st</sup> September 2019

The renewal date for this policy is: 1<sup>st</sup> September 2020

### Mission Statement:

East Garforth Primary Academy is committed to providing a quality education for all pupils. We believe that pupils can only benefit from the education in our academy through regular school attendance. We will, therefore, strive to achieve the maximum possible attendance for all pupils and we will make sure that any problems are identified and resolved quickly.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100% attendance for all pupils. Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

### Objectives:

- To achieve and maintain a whole school target of 96%
- To eradicate persistent absenteeism
- To ensure excellence and enjoyment for every child providing a safe environment and a relevant curriculum that meets the needs and interests of all our pupils
- To encourage full attendance and punctuality
- To acknowledge and reward a successful record of attendance
- To record and monitor attendance and absenteeism and apply appropriate strategies
- To support families where attendance and punctuality is poor by removing any barriers which may attribute to this
- To safeguard all our children where there are safety concerns, such as a child missing in education, by working positively with external services such as the education Welfare Service and Children's Social Care.

### Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

### School Start Time

The school buildings open to children at 8:50am

The school starts promptly at 9:00 am

Morning Nursery begins at 8:45am and Afternoon Nursery begins at 12:15pm

## **Target**

The school's target attendance figure is 96% or above.

## **Rewards for Good Attendance**

Class attendance is monitored weekly. Classes receive a certificate and trophy for the highest attendance each week. Children who achieve 100% attendance for the whole academic year will receive a certificate and a prize.

## **Absent Children**

First Day of Absence – Parents are asked to ring before 9am if their child is not in school that day. The school office will ring parents / carers of any children who do not have a reason for absence. Home visits will be made where there are general safeguarding concerns, queries about a persistently absent child, or just to check that a child is too unwell to attend. The school has the right to un-authorise an absence if the reason given is not deemed to be valid.

## **Dentist and Medical Appointments**

Parents are asked not to take their children out of school for dental or medical appointments with the exception of an emergency or an appointment with a consultant. An appointment card or letter must be presented to the school office. Non-urgent appointments made in school time will be unauthorised.

## **Holidays in Term Time**

The school does not authorise any holiday in term time, unless the reasons are exceptional. Reasons which constitute as exceptional are at the discretion of the Head of Academy. If a parent does request a holiday they must submit an Exceptional Circumstances Request Form prior to the holiday. The parents / carers must then meet with the Head of Academy to discuss the matter further. If the reasons do not meet the criteria to authorise, the response will explain clearly that the absence will be unauthorised. Although we cannot stop parents from taking their children out of school, if the Head of Academy is notified we know that the children are safe and do not have to refer as a CME (Child Missing Education).

## **Unauthorised Absence**

Parents of children with ten or more consecutive unauthorised sessions (10 sessions = 5 days) could be issued a Fixed Penalty Notice of £60 per parent per child in line with the Local Authority Code of Conduct.

## **Procedures for Poor Attendance**

Children who attend school for 90% or less without good reason will be contacted by the AIO, who will talk to parents, agree an action plan to improve attendance, and refer to other bodies, ie. Social Care, Extended Service, if appropriate. Letters will be sent to the parents / carers of all children who fall below 95% at the end of every half term, as this does not meet our whole school target of 96%.

## **Children Missing Education**

The school follow guidance from the DfE regarding Children Missing Education (see Safeguarding Policy). Where children on roll at East Garforth Primary Academy do not attend for ten consecutive days, and the AIO has made enquiries through phone calls and home visits, we will inform the Leeds Children Missing Education Team for advice.

## **Procedures for Poor Punctuality**

Any pupil who arrives later than 9:00am will report to the school office, so their attendance at school can be recorded. Children will receive a late mark (L) in the electronic register. Any pupil arriving later than 9:30am will receive an unauthorised absence (U) mark in the register for the morning session. The names of children who are late will be monitored weekly. Parents / carers of children who are persistently late over a half-term will receive a letter from the AIO and attend a meeting with the Head of Academy to a) offer school support to resolve the issue, or, b) refer to Extended Services for family support.

## **Confidentiality**

As in all aspects of school data and pupil information, the school's Confidentiality Policy is adhered to.

## **Pupil Information**

East Garforth Primary Academy will endeavour to keep up to date and accurate information, in order to keep children safe and provide appropriate care for them. The school requires accurate an up to date information regarding:

- Names and contact details of persons with whom the child normally lives
- Names and addresses of all persons with parental responsibility
- Emergency contact details
- Details of any persons authorised to collect the child from school
- Any relevant court orders in place including those which affect any person's access to the child
- A child who is or has been on the Child Protection Register
- Name and contact details of GP
- Any other factors which may impact on the safety and welfare of the child

## **Children Not Collected**

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day, or extra-curricular activity / school visit:

- If not collected at 3:15pm, children are kept safe with their Class Teacher / Teaching Assistant until 3:20pm (or the end of the Nursery session)
- At 3:20pm, the children are safely escorted by the above adult to the main entrance area, where they will be supervised by a member of staff until the children are collected by an appropriate adult. A record of the time they are collected is kept.

- If the child is not collected the school office will contact parents / carers to collect them as soon as possible. Other emergency contact numbers will be tried if parents / carers cannot be reached until an appropriate adult can collect them.
- If an appropriate adult cannot be contacted Children's Social Care / Police will be contacted so that appropriate actions can be taken.
- The same procedures will be followed if a child is not collected after school visit of extracurricular activity
- Year 5 and Year 6 children who go home alone at the end of the school day, or following an extra-curricular activity / school visit, will have consent from a parent / carer. It is the parent / carer's responsibility to update this permission if they wish to do so via the school office.

### **Children Leaving School Premises without Permission**

Every effort is made to ensure that the school site is safe and secure. Children are supervised at all times. In the event that a child is reported missing, the following procedures will be followed:

- A thorough search of the school site and immediate locality is made by all available staff
- Administrative staff will ring the child's contact numbers, so they are fully informed and also to check whether or not the child is at home.
- If the child has not been located after these actions, the police will be notified.