



Hutton Henry CE Primary School Attendance Policy

Hutton Henry CE Primary School seeks to ensure access to educational opportunities for all students, whatever their race, culture, religion, gender, sexual orientation, social background or special educational needs. When “efficient and full time education” (Education Act 1996, 2011) is not being accessed because of poor attendance, the school seeks to rectify this problem by providing positive support to these students and their families through multi agency intervention. We aim to create a culture where good attendance is the norm and valued by students, parents and staff.

Purposes

- To state procedures for marking registers, analysing attendance data and responding to non-attendance.
- To promote partnership between school, parents, Attendance Improvement Team and other relevant agencies working in the best interests of the students education.
- To define roles and responsibilities.
- To clarify the referral procedure.
- To state monitoring systems.
- To state how attendance information is communicated to staff, pupils and governors.
- To state the legal framework of attendance.

School Responsibilities include:

- School lessons begin at 8.55am. Children can arrive from 8:45 until 8:55am going straight into school.
- Arrivals between 8.55 – 9.15am are recorded as late in the register. Arrival After 9.15am will be recorded as ‘U’ which will give an absent mark.
- Registers for morning and afternoon sessions are taken on the SIMS system.
- Class Teachers are responsible for the morning and afternoon registration, Head Teacher to authorise absence.
- Admin staff always make first day contact or send email home (if no parental notification made), and alert Head Teacher with any concerns.
- Head Teacher to monitor attendance supported by the local authority attendance toolkit / officers. Referrals are made through the local authority attendance team, although all staff are at liberty to express their concerns.
- Certificates are awarded at the Annual Awards Ceremony for those children achieving good attendance.
- LA informed of children who are regularly late for school.
- Letters are sent to parents of pupils whose attendance falls below 90% and a attendance reminder for those below 95%
- Where absence cannot be easily resolved, a multi - agency approach to the problem is sought. This may include Attendance Improvement Team.
- The school follows county procedures when dealing with attendance.
- Ethnic minority religious holidays and the rights of other groups (e.g. travellers) are recognised by the school.
- Evidence should be provided for absence especially medical reasons.
- Provide Breakfast Club and Teatime Club to support with attendance.

Parents Should:

- Contact school on the first day of absence. You can telephone, email or complete the absence form on the newsletter.
- Ensure school is kept informed on a regular basis of children who are absent for a longer period of time.
- Communicate with school if welfare calls are required or if additional attendance support measures are required.
- Ensure children arrive at school on time. Parents must report to the school office if their child is late into school.
- Provide medical evidence upon request.
- Take family holidays in school holiday time, Parents can apply for leave during term time but this will only be granted on agreement with the Head Teacher and not during any exam period (please refer to separate leave of absence policy). Holidays will not be authorised without exceptional circumstances. Please note that holidays (either authorised or unauthorised will affect your child attendance percentage).
- Arrange medical appointments out of school hours where possible.

Attendance traffic light system followed by school in line with Local Authority guidelines:

Band	Percentage	Action
1	95 – 100 %	Congratulations your child's attendance is good (100% excellent). If you are in this band your child will receive a certificate at the Annual Awards Ceremony.
2	93 - 94.9 %	Your child's attendance is satisfactory but they have missed some school; they may have been ill. This is understandable but not without cost. Your child may need to work harder to catch up on work they have missed. You can improve attendance by making sure they visit the doctor/dentist out of school hours or by getting their morning or afternoon registration mark and then leaving by producing an appointment card at the office. This attendance figure will be taken into consideration when applying for leave of absence. You may be required to provide medical evidence when your child is ill from school
3	90 – 92.9 %	Your child's attendance is very close to being classed as a persistent absentee and has cause for concern. School will be working closely with the attendance officer to ensure attendance is monitored very closely. You will be asked to provide medical evidence for any illness.
4	89 and Below	Your child's absence is a cause for concern. Below 90% is classed as persistent absence. You may be called into school for an attendance meeting. Your child's absence will be reported to the local authority. If attendance does not improve this could lead to a prosecution.