



Attendance Policy

Mission statement

East Park Primary seeks to ensure that all pupils receive full-time education which maximises opportunities for each pupil to realise his or her true potential.

East Park strives to provide a caring environment whereby staff, pupils, parents and members of the community feel welcome into school.

Staff work alongside pupils and their families to ensure each pupil attends school regularly and punctually.

Effective systems are embedded to ensure that parents are aware of pupil lateness and this continues to be monitored.

Aims of the school

- To improve overall percentage of pupils at school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors
- To provide guidance and support for parents/carers
- To develop a system whereby pupil lateness and absence data is analysed
- To further develop positive and consistent communication between home and school
- To share a reward system for outstanding attendance
- To promote effective partnerships with the Education Welfare Service (EWO) and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

Registers

All registers are taken electronically. Staff take registration at 8.50am. Afternoon registers are taken at 1.00pm.

Absence records are produced regularly by the Care & Attendance Leader, Mrs J Guest. At the end of the month an official register is printed out and a copy kept in the school office.

Lateness

If pupils arrive after 8.50am they are given a late mark. Pupils who attend school late due to a hospital/doctor/dental appointment are noted and amendments are made to the electronic register as necessary.

Parents are contacted and invited into school to ask how we can support our families in ensuring their child arrives to school on time.

Absences

If children are absent from school parents are asked to contact school in two ways, either informing school by letter of an impending absence (e.g Hospital appointment) or by phoning school in the morning of a child's first day of absence. These messages are recorded on an electronic system. If no message is received a member of school administration staff follows up with a call to parents. An electronic record is kept of absences. The Attendance Officer deals with unexplained absences and persistent lateness.

Monitoring absences and lateness

Absences and lateness are monitored closely. Pupils who are of concern are discussed and, if necessary, parents are invited to school or a letter of concern is sent home. At the end of each term a print out of all pupils with an attendance record below 90% is produced. Parents are sent a letter informing them of their child's attendance and a print out of their attendance is attached to the letter. Parents may be invited into school to speak with Mrs Sargent (Deputy Head) or Mrs Guest (Care & Attendance Lead)

Lateness is dealt with in the same way. A reminder of the school times are included in the letter.

Leaving school early

Children sometimes need to leave school before the end of the school day. Parents are asked to inform their child's class teacher or a member of the Administration Staff that they will be leaving early. They have to report to the administration office to sign their child out of school.

Leave of absence during Term Time

The law does not grant an automatic right to take your child out of school during term time. The Department of Education allows the Head Teacher the discretion to consider authorising leave of absence during term time only in "exceptional circumstances". **Exceptional circumstances does not mean when holidays are cheaper.**

Data for families who regularly take their child out of school during term time will be forwarded to the Local Authority. This may lead to a fixed penalty fine being issued. If you require guidance regarding a request for leave of absence during term time please speak with Mrs Guest.

Rewarding good attendance

Mrs Guest monitors attendance weekly and provides each class with an analysis of every child's attendance from the previous week. Children with 100% attendance and punctuality each week are recognised in the Praise Assembly every Friday as "Heroes" – Here Every Day Ready On Time. The class with the highest weekly attendance keeps the Attendance Bear for the following week.

Any child who achieves 100% attendance per term is rewarded in our attendance assembly, which is always the first celebration assembly of a new term, and is given a certificate and 50 housepoints. Pupils obtaining 100% for the whole year are rewarded with a certificate and 100 housepoints. Children with 100% attendance for the whole year are rewarded with either a trip out of school or a Heroes Party.

Roles and Responsibilities

All children of compulsory school age (5-16 years) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school parents have the primary statutory responsibility for ensuring that they attend school regularly.

Parents should always :

- Ensure their child attends school regularly and punctually, making sure that their child understands that the parent does not approve of absence from school
- Encourage good attendance
- Take an interest in their child's work
- Notify the school by 9.00am on the first day of absence
- Notify the school, in writing, if the family intend to take leave of absence during term time together with a Leave of Absence Request Form
- Notify the school of any appointments their child needs to attend during the hours of the school day.
- Co-operate with the school staff

We encourage parents/carers to contact school at an early stage and to work with the staff in resolving any problems together. Inclusion staff are always available to meet with parents/carers.

Pupils

Pupils are actively encouraged to attend school regularly and to arrive punctually at school and at the start of lessons after break. Pupils are encouraged to talk regularly with staff if they have any worries or concerns.

The Head Teacher

The Care & Attendance Lead is required to inform the Local Authority if a pupil fails to attend regularly or has been absent for a continuous period of ten days and the absence is treated as unauthorised. Head Teachers can, of course, notify the LA earlier if there are areas of concern.

School Staff

All school staff must enforce this policy. If a pupil is absent without explanation when the register is called and submitted, a member of the school administration staff will contact home the same day.

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