

# **Stoneferry Primary School**

## **Attendance Policy**



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### **Aim**

To achieve 96% or greater attendance on a termly basis

### **Rationale**

Regular attendance at school:

- enables children to maximise their access to the broad and balanced curriculum;
- is a significant factor in ensuring equality of opportunity;
- supports the development of positive attitudes towards school;
- fosters an understanding of the importance of reliability and punctuality in everyday life

### **The importance of regular attendance is raised as a whole school issue in:**

- school newsletters;
- the school prospectus;
- assemblies;
- the school website.

### **Attendance is raised as an issue to classes and individuals:**

- at daily registration by class teachers;
- by the school's admin and Emotional Well Being Officer through telephone phone calls, letters home and personal contact;
- by the head teacher through telephone calls, letters and personal contact;
- by the Educational Welfare Officer (EWO) through formal communications.

### **Procedures in place to monitor/address attendance issues:**

- registers monitored daily each morning;
- class teachers raise attendance issues to the school office;
- first day absence class made by 9.30am each day and logged;
- unauthorised absentees contacted by phone in the first instance/letter if unobtainable on a daily basis and calls logged;
- trends in absence monitored by the school's Emotional and Well Being Officer;
- those with extended absence/patterns in short term absence identified and parents contacted. Contact and calls logged;
- monthly attendance print outs monitored by the school's Emotional and Well Being Officer and parents of children with attendance below 90% are contacted;
- advice and support is offered to parents who are having difficulty getting their child to school;
- formal letter outlining consequences of continued persistent absence;
- parents are requested to bring in proof of medical appointments attended, whether the pupil is off for a day, or part of a day;
- we may ask the school nurse to contact parents regarding sickness issues appertaining to absence and/or punctuality issues;
- parents are requested to make appointments for pupils outside of normal school hours, if possible;
- EWO implements formal procedures.

### **Holidays in term time**

As a school, we are **not** permitted to grant leave of absence for holidays unless there are exceptional circumstances. Holidays taken during school time will normally be recorded as unauthorised.

The exceptional circumstances agreed by the Local Authority and Governing Body for Stoneferry Primary, for authorising a holiday in term time are:

- families who have a parent in the Forces and other employees who are prevented from taking holidays outside term time.
- acute crisis within the family, where the family needs to spend time together to support each other.
- other justified exceptional circumstances.

Time off school during statutory test times will not be authorised.

### **Rewards for good attendance**

- class teacher praise;
- termly certificates for 100%/96%+ attendance;
- annual individual certificates for 100%/96%+attendance;
- termly draw for children with 100% attendance;
- attendance cup and reward for the class with the highest attendance at the end of each month.

### **Procedures to monitor/reduce late arrivals:**

- first day absence calls;
- late records monitored daily;
- trends identified;
- parents contacted;
- home visits;
- support offered as appropriate e.g. breakfast club, drop off early, another parent to bring child to school, reward chart.

### **CHILDREN MISSING EDUCATION**

**Position Statement – national definition of children who are not receiving a suitable education:**

*“A compulsory school age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home” (Revised statutory guidance for local authorities in England to identify children not receiving a suitable education January 2009)*

Hull City Council Children Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. **Please refer to the City Council’s Protocols.**

This policy will be reviewed every two years.

**Revised: January 2017**  
**Date to review: January 2019**