

# North Hinksey C E Primary School



## Attendance Policy

### Values

We are a Church of England School and all our work is underpinned by core Christian values of faith, hope and love.

### Vision

To provide a high quality, holistic education, enabling everyone to flourish and achieve through developing their intellectual, spiritual, physical and emotional wellbeing.

### Aims

Create a safe, enjoyable and nurturing learning environment  
Provide outstanding pastoral care for everyone  
Value, encourage and equip every member of the school team in their respective roles  
Create a culture of high expectations through all areas of school life  
Create a motivating learning environment through inspirational teaching  
Support all children to engage fully in their own learning and promote a love of learning  
Encourage each child to develop self-confidence, practise care and respect for others  
Welcome difference and celebrate all that we can learn from each other

**North Hinksey C E Primary School recognises that** pupils attend school regularly to learn and prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and prosperity of the community. There is a clear link between pupils' achievement and their level of attendance. We want all pupils to achieve the best they can and for this they need to be in school regularly. Late arrival disrupts the education not only of the pupil who is late but also of others in the class.

**It is the legal responsibility of parents/carers to ensure their children attend the school where they are on roll. North Hinksey C E Primary School expects a 95% attendance rate for all pupils.**

### **A. All pupils will:**

1. Arrive by 8.50am, appropriately prepared for the day and registration.
2. Attend school regularly and for the whole school day.

### **B. All our pupils' parents / carers will:**

1. Ensure their children attend school every day unless they are unwell or there is an acceptable reason for absence.
2. Ensure their children arrive by 8.50am, prepared and equipped for the day.
3. Inform the school by 9.00am on the day, if their child is going to be absent.

### **C. Registration:**

The register provides the daily record of attendance of all pupils. It contributes to a pupil's end of term reports, record of achievement and references. It is a legal document that may be required in a court of law as evidence, for example in prosecutions for non-attendance.

### **D. Absence:**

Communication between home and school is vital in helping to keep children safe.

1. If no information regarding the absence of a child has been received by 9.30 am, the office will telephone the parent to check the reason for absence.
2. If there is no initial reason given for the absence on the child's return, this will be recorded as unauthorised absence.

### **E. Authorised absence:**

1. Absence will be authorised if the school has notification from the parents that the child is ill. This should usually take the form of an initial notification from a parent or carer at the beginning of the period of absence and on each subsequent day of absence.
2. If the child has a medical appointment with the doctor or dentist that cannot be made outside school hours, this will be considered as an authorised absence.
3. If there are exceptional circumstances, parents may apply to the Headteacher for leave of absence using the official form. If the Headteacher approves the application for leave of absence then this will be an authorised absence. Parents must meet with the Headteacher before making arrangements or completing an Absence Request form.
4. If the Headteacher does not approve an application for leave of absence, we expect families to change their plans in the children's best interests, and not take their children out of school during term time.

### **F. Unauthorised absence:**

Absences will not be authorised if the following occur:

1. Unexplained absence;
2. A trip or holiday;
3. Any leave of absence that has not been approved by the Headteacher.

### **G. Persistent lateness:**

Registration is at 8.50 am. If a child arrives after registration has closed the lateness will be recorded and reported annually. If a child is repeatedly late (more than six times in a calendar month), the school will initially contact the parents expressing concerns about late arrival and offering support if required.

### **H. Response to non-attendance/unauthorised absence:**

1. If a child is absent, and contact is not received from the parents, the parents will be contacted on the first day of absence by telephone. If no contact can be made, either through work or mobile numbers, the school will use the contacts' list provided by parents.
2. The child's absence will be marked as unauthorised if no explanation is received from parents or carers.
3. If a child's attendance falls below 90%, the Headteacher will investigate the reason for absence. If there is a cause for concern the Headteacher will contact parents/carers by phone to share the concern about levels of attendance, and to offer support. Attendance will be closely monitored by the Headteacher.
4. If Attendance falls below 85% without a clear reason, parent/carers will be asked to attend a meeting with the Headteacher and a Parental Contract will be used to set achievable targets. The meeting will be used to offer support and set a target for 95%+ attendance over an achievable period of time. The Parental Contract will be reviewed at the end of this period and extended if needed. Any outside agencies involved with the family will be invited to attend this meeting.

5. If the Parental Contract is not met and attendance falls below 80%, parent/carers will be asked to attend a further meeting and the next step will be to refer the family to the LCSS (Locality and Community Support Service) or MASH (Multi-Agency Safeguarding Hub) as deemed appropriate by the Headteacher. At this point the Safeguarding Lead will become involved with concerns of wilful neglect as every child has a legal right to an education.

**I. Monitoring:**

1. Attendance data will be checked at the end of each term by the Headteacher to identify any issues.
2. Attendance will be discussed termly at pupil progress meetings where staff have the opportunity to express any concerns.
3. Reasons for regular attendance and arriving on time and well prepared for school will be raised in assemblies and PSHE (Personal, Social, Health Education) sessions.
4. Parents will receive reports on their child's level of attendance in their school report in July.
5. Governors will monitor whole school attendance % through the Headteacher's Report to Governors at each Full Governors Meeting.

Signed:..... Headteacher

Date: .....

Signed:..... Chair of Governors

Date: .....

Policy review date: .....