

# *Primrose Hill Primary School*



## *Attendance and Punctuality Policy*

May 2016  
Review date: April 2018

## **Aim of this policy**

- To have a clear understanding of the importance of attendance and punctuality in a child's education.
- To have a clear understanding of the procedures around dealing with attendance and punctuality in our school.
- To promote high levels of attendance, reduce levels of unauthorised absence and promote high levels of punctuality.

## **Governors Statement on Attendance**

Our Governing Body believes that **Good Attendance** at school is the first step towards pupil progress and achievement. **Good Punctuality** shows respect for teachers and peers and ensures that children are ready and willing to learn.

## **Responsibility of the Governing Body**

- To request from the Head Teacher regular reports on attendance and punctuality as part of the Full Governing Body.
- To include attendance in the annual School Report to parents / carers.

## **Responsibility of the Head Teacher**

- To oversee the implementation of attendance policies and procedures.
- Ensure the collection of accurate statistical data.
- Develop efficient monitoring and evaluation systems.
- Form positive links with outside agencies such as Education Welfare Service.
- Refer pupils to the Education Welfare Service when attendance is 90% or below.
- Refer children with several episodes of medical reasons for absence to the School Nurse.
- Meet monthly with the Attendance Officer
- Report regularly to the Governing Body on attendance.
- Positively promote good attendance within the school.
- Communicate with parents / carers verbally and in writing.
- Ensure attendance is discussed in ILT Meetings
- Ensure attendance issues raised and discussed during Pupil Progress Reviews

## **Responsibility of the Class Teacher**

- Ensure accurate register keeping in accordance with the DFE guidance.
- Communicate with the Attendance Officer and Head Teacher with regards to concerns.
- Positively promote good attendance within the class.
- Make positive links with parents / carers.

## **Responsibility of the Office Manager / Attendance Officer**

- To monitor standards of attendance and punctuality as directed by Camden procedures, the Education Welfare Officer and from advice from the Head Teacher
- To oversee the work of the Administrative Officer and delegate appropriately.
- Communicate with other members of the ILT who liaise with parents and carers on attendance matters
- Ensure Camden's paper and online applications for Reception are submitted on time to Camden Admissions.
- Assist the Head Teacher in the collection of data for Local Authority and DCSF returns.
- Assist the Head Teacher in admission and taking children off roll.
- Assist the Head Teacher in casual admissions.
- Set up registers at the start of the year.
- Record time of late arrivals and monitor any trends.
- Send out letters on unauthorised absence.
- Monitor late arrival at the Reception in the mornings.
- Maintain up to date knowledge of the code system for registers.
- Have up to date knowledge of the Local Authority's guidance on matters regarding attendance and punctuality.
- Systematically monitor applications for requests for absence, including exceptional leave abroad.
- Meet with the Head Teacher monthly to review attendance and absence requests
- Create a monthly attendance report
- Ensure follow up meetings and actions are recorded no monthly report logs

## **Illness, Medical and Dental Appointments**

Advance notice of appointments can be recorded in the register ahead of the appointment. When the information is given by the parent / carer after the event, the register must be adjusted accordingly with the correct notation. Pupils with a diagnosed medical condition who are supported

by a medical consultant should be discussed with the EWO and reported to the Medical Needs Re-integration Officer at the Local Authority if they are absent for 15 consecutive school days or more during any one period.

### **Guidelines for Extended or Exceptional leave and Visits Overseas**

- All holiday requests during term time will be unauthorised.
- Granting extended/exceptional leave is at the discretion of the Head Teacher and in line with Camden Local Authority guidance to schools. Camden Local Authority strongly encourages schools not to authorise leave in term time.
- Parents / carers should apply for leave at the office or on the website, using the school's absence request form.
- In considering an application for extended/exceptional leave and visits overseas the following will be taken into account:
  - *how many times leave has been requested within the current academic year*
  - *the period of time that the child will be absent from school*
- The Head Teacher may in some circumstances ask a parent to provide evidence to support their request; this is in line with Camden Local Authority's recommendations.
- Children who do not return to school by the due date are at serious risk of losing their place.
- Medical certificates from overseas and delayed travel plans are not always acceptable reasons for not returning to school on time.
- The Office Manager / Attendance Officer will respond in writing to all requests for absence.

### **Guidelines for Responding to Non-Attendance**

- The Office Manager / Attendance Officer records non-attendance and reports to the Head Teacher. Any informal information such as a telephone conversation should be recorded, dated and reported.
- Head Teacher or member of the ILT writes to parent / carer outlining concerns.
- Leader of Learning for Children, Families and the Community informed about persistent late arrival at school.
- Head Teacher, EWO, Attendance lead and Leader of Learning for Children, Families and the Community meet to discuss concerns and strategy.
- The Office Manager / Attendance Officer will respond in writing to all unauthorised requests for absence.

## **Procedure for involving Parents & Carers**

- Parents / carers are encouraged to leave messages on the school answering phone or by email on attendance@primrosehill.camden.sch.uk giving a specific reason for their child's absence.
- Attendance Officer makes first day absence calls to pupils' homes.
- Letters are sent requesting a note about absences.
- Discussion about absence at Parents' Open Evening.
- EWO makes telephone calls and may follow up with home visits.
- 

## **Promoting Positive Attendance and Punctuality**

We use the following ways to promote positive attendance and punctuality and to prevent attendance and punctuality issues arising:

- Setting targets for the whole school (specific by Key Stage) and making them public through our assemblies and Newsletter, Attendance and Punctuality Awards such.
- Individual awards by the EWO and Attendance Lead for 100% attendance over a term and a year. 100% attendance can be interpreted differently for children who have long term medical issues and for whom 100% attendance is not possible.
- Head Teacher, members of SLT, Office Manager / Attendance Officer, and school staff being welcoming while on Gate Duty and Early Morning Duty.
- Using school staff where possible to translate for parents, if necessary, when discussing attendance and punctuality issues.
- Being clear about what is unacceptable, i.e. unauthorised absence and poor punctuality.
- Keep attendance as a high profile issue in Newsletters and correspondence to parents.

See also Attendance Brochure

Robin Warren  
May 2016

## **DISSEMINATION OF THE POLICY**

**The policy will be given to all members of staff and copies will be available for parents.**

## **PROCEDURES FOR MONITORING AND EVALUATION**

**The head teacher, members of the senior management team and members of the curriculum leadership team, will monitor the policy.**