

Primrose Hill Primary School



Attendance and Punctuality Policy

September 2018

Review date: September 2019

At Primrose Hill, ensuring high attendance and punctuality for all is a priority. We want to make sure that all children receive a full-time education that will maximise all learning opportunities. Research both locally and Nationally show that there is a clear link between high attendance and good progress and attainment.

Attendance & Punctuality Targets for 2018-19 (see below for 2017-18 targets)

- Improve overall KS1-KS2 Yearly Attendance to be over 95%
- Continue to track and improve overall attendance for key groups: EHCP, Disadvantaged (PP/FSM), SEN K and persistent absentees.
- Continue to promote and instill good attendance habits in EYFS, with a focus on KS1 transition from EYFS.
- Embed and tighten policy and procedures to ensure overall authorised absence is reduced, therefore increasing our overall attendance (as above).

Attendance & Punctuality Targets from 2017-18

Improve overall KS1-KS2 Yearly Attendance to be over 95%	<p>* Overall KS1-2 % = 94.98%.</p> <p>* An improvement in overall absence from 5% to 4.5%- which is slightly above Camden and National (4.2%).</p> <p>* Continue to improve overall attendance to be above 95%.</p>
Track and improve overall attendance for key groups: Statement / EHCP, Disadvantaged (PP/FSM) and SEN K.	<p>* An improvement in the attendance of key groups SEN K and FSM from last academic year to be more inline with Camden and National.</p> <p>* SEN E & S (9.1%) is still above Camden (6.1%) and National (6.7%), however there was an increase in the number of SEN E & S children from 16 to 21.</p> <p>* Continue to track these groups, as well as persistent absentees.</p>
Instill good attendance habits in EYFS and improve overall yearly attendance in to over 95%	<p>2016-17: 93.16%</p> <p>2017-18: 93.86%</p> <p>* Although not a significant improvement, attendance summary shows some half-terms with a total percentage over 95%.</p> <p>* Continue to monitor and improve.</p>
Improve overall punctuality (unauthorised lates).	<p>U codes Y1 – Y6</p> <p>2016/2017: 177 sessions</p> <p>2017/2018: 167 sessions</p> <p>* A slight decrease in unauthorised lates, continue to monitor.</p>
To reduce levels of unauthorised absence across the school.	<p>Unauthorised absence across the school is 15.4%, which is better than Camden 21.2% and National 22.1%.</p>

Governors Statement on Attendance

Our Governing Board believes that **Excellent Attendance** at school is the first step towards children's progress and achievement. **Excellent 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 School

The school has a legal duty to mark the register and record the attendance of every child on its roll and to enter codes which explain why children are absent or late. There is now a statutory requirement that schools publish statistics about their attendance rates. We fully support all initiatives from our Local Authority and comply with all Camden's guidance and expectations. We have challenging targets set each year against both local and national averages, as listed above. Absences fall into two groups, authorised and unauthorised.

- *Authorised Absences*

Authorised absences involve children having time out of school for approved reasons, for example: illness, urgent medical appointments, attendance at funerals, religious observance or visits to new schools. The school will need an explanation from parents or guardians (a note, telephone call or message in person) if they are to authorise the child's absence. This is then coded in the register.

Every effort should be made to arrange routine dentists and GP appointments outside school hours. However, it is understood that specialist hospital or clinic appointments may have to be made during school hours.

When reporting a child's absence, we ask all parents to call the school's absence line on: 0207 722 8500 or email: attendance@primrosehill.camden.sch.uk. Specific reasons need to be given by the parent. If the child is off for more than one day, they might be asked to provide evidence from their GP or pharmacist. If no call is made on the first day of absence, the Attendance Officer will make a first day absence call to the child's home. Each day, the Attendance Officer will report daily absence, especially of persistent absentees, to the Attendance Team, which include the Designated Safeguarding and Child Protection Lead and Inclusion Manager. Phone calls will be made to families, with follow up phone calls by the Head Teacher/ Assistant Head Teacher, if absence persists.

- *Exceptional Authorised Leave*

Parents who wish to take their children out of school for any other reason during school time are asked to make this request to the Head Teacher by filling out a form, which is available at the office.

It is important to make the request in good time before the period of requested leave; it is not acceptable to tell the school afterwards. The Head Teacher will respond by letter. Each request for exceptional leave will be considered as a separate case and the Head Teacher's decision will take into account the following, as contained in the DCSF Circular 10/99:

- The reason for the leave and why it could not be taken in school holidays;

- The number of days requested;
- Previous requests for leave during term-time;
- The child’s attendance and punctuality record (broadly speaking we would expect a pattern of attendance consistently at or above 95%);
- The time of year proposed for the trip;
- The age of the child and stage of education, any additional needs they may have, their current attainment and level of progress and any impact the leave will have on their learning.

We are not unsympathetic to difficult or special circumstances and will always consider requests for absence that, if then authorised, are recorded as ‘other circumstances’. Examples of this might be urgent trips to see ill relatives, or special opportunities in sport or music.

- ***Unauthorised Absence***

Unauthorised absences involves children having time out of school without explanation, or where the reason for absence is one that the school cannot authorise, for example: unauthorised holidays, shopping, birthdays, too tired, late night due to birthday, not realising term had started or because other members of the family are ill.

- ***Involvement of the Education Welfare Officer (EWO)***

Our attendance is monitored remotely by the Education Welfare Service. Our Education Welfare Officer has given the following guide for expected attendance:

100%	Perfect
98 - 99%	Excellent
95 - 97%	Good
90 -94%	Needs to improve and will be monitored closely within school
89% or less	Poor - this will lead to a referral to the Education Welfare Officer, a subsequent meeting and potential legal action from the local authority.

They scrutinise all records and registers and, with the Head Teacher’s agreement, contacts all those with attendance figures below 90%, as listed above. Attendance is monitored daily, weekly, monthly and half-termly by the Attendance Officer and Assistant Head Teacher and they will then report all attendance concerns to the EWO.

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.

- Daily announcement of classes who have 100% attendance, with a weekly 'Mystery Day' prize of 5 minutes extra play. Weekly class award for best overall attendance, each phase having one winner.
- Giving weekly, half-termly and termly Attendance and Punctuality Awards, such as certificates and attendance prizes.
- 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 due to medical conditions.
- Individual prizes and letters home for children who have improved their overall attendance.
- Keep attendance as a high profile issue in correspondence to parents during parent meetings and SEN parent meetings.
- Head Teacher, members of SLT, Attendance Officer and school staff being welcoming while on Gate Duty and Early Morning Duty.
- 'Soft Start' to the day, which allows children to come in when they are ready and gives them 15 minutes to settle before the register is taken.
- Weekly meetings with the Attendance Office and Assistant Head Teacher on attendance and punctuality by class.
- A clear Punctuality Pyramid that clearly outlines procedures and routines.
- A clear and consistent message and approach is given at all times by all members of staff about the importance of excellent punctuation and attendance.

See also Attendance Brochure

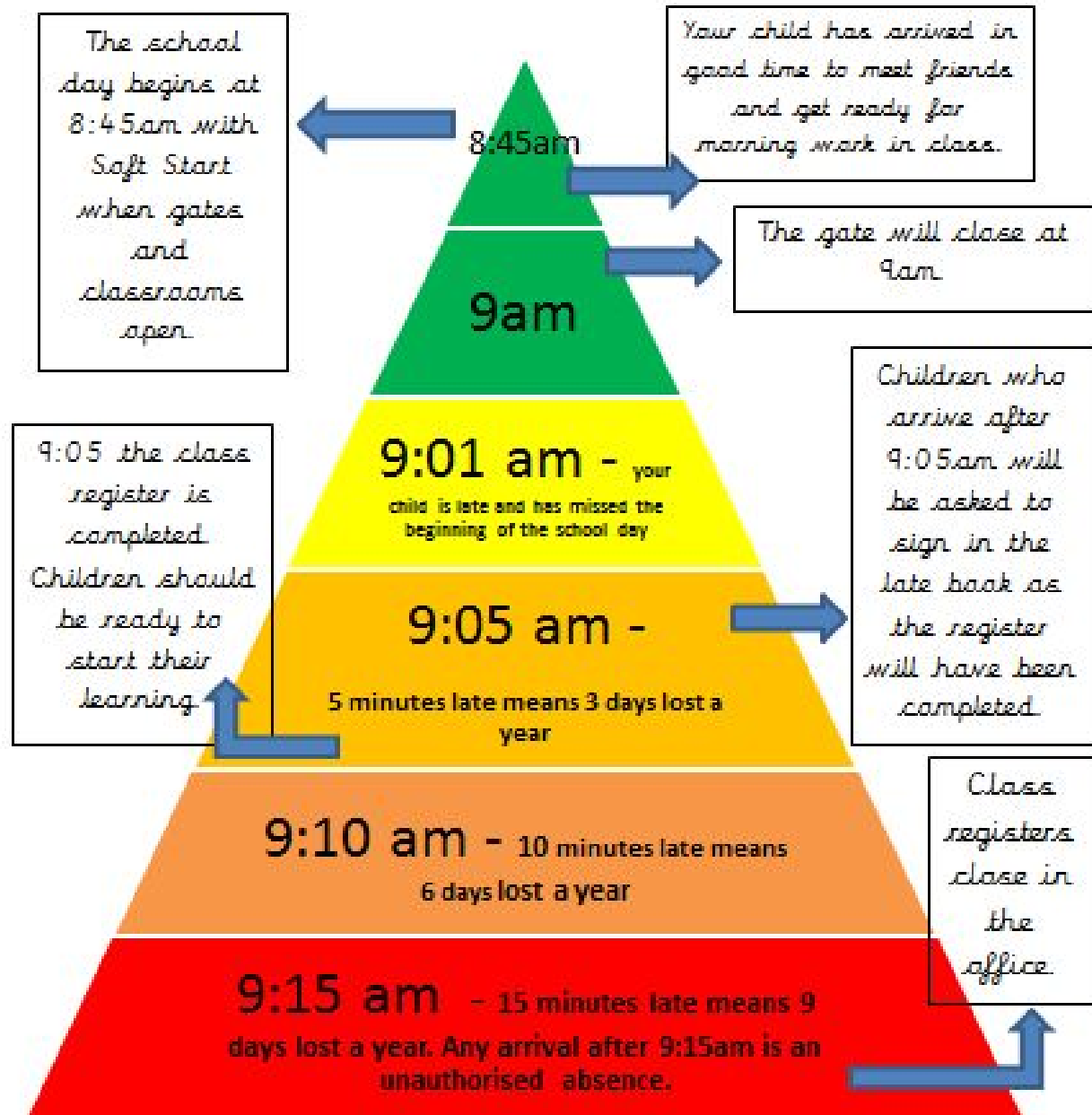
Mireille Alwan
September 2018



Primrose Hill Primary School



Every minute of learning counts!



Children find arriving at school late upsetting and they miss out on important opportunities.

Please work with us to provide your child with the best chances of learning by ensuring they are in school *every day and on time*.

Thank you ©

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 and members of the Senior Leadership Team (SLT) will monitor the policy.