

Primrose Hill Primary School



Attendance and Punctuality Policy

April 2014

Review date: April 2016



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 Headteacher regular reports on attendance and punctuality.
- To include attendance in the annual School Profile to parents / carers.

Responsibility of the Headteacher

- 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.
- Report regularly to the Governing Body on attendance.
- Positively promote good attendance within the school.
- Communicate with parents / carers verbally and in writing.



Responsibility of the class teacher

- Ensure accurate register keeping in accordance with the DCSF guidance.
- Communicate with the Headteacher with regards to concerns.
- Positively promote good attendance within the class.
- Make positive links with parents / carers.

Responsibility of the Senior Administration Officer

- To oversee the work of the Administrative Officer and delegate appropriately.
- Ensure Camden's application for Reception are sent to parents.
- Assist the Headteacher in the collection of data for Local Authority and DCSF returns.
- Assist the Headteacher in admission and taking children off roll.
- Assist the Headteacher in casual admissions.

Responsibility of the Attendance Lead (Senior Admin Officer)

- Set up registers at the start of the year.
- Record time of late arrivals.
- Send out letters on unauthorised absence.
- Liaise with the Headteacher and the Education Welfare Officer with regard to attendance and punctuality issues.
- Monitor late arrival at the gate 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 exceptional leave abroad.

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

- Granting extended/exceptional leave is at the discretion of the Headteacher 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, 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 Headteacher 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.

Guidelines for Responding to Non-Attendance

- The Attendance Lead records non-attendance and reports to the Headteacher. Any informal information such as a telephone conversation should be recorded, dated and reported.
- Headteacher writes to parent / carer outlining concerns.
- Leader of Learning for Parents and the Community informed about persistent late arrival at school.
- Headteacher, EWO, Attendance lead and FSW meet to discuss concerns and strategy.

Procedure for involving parents / carers

- Parents / carers are encouraged to leave messages on the school answering phone giving a specific reason for their child's absence.
- Attendance Lead 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

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 and making them public through our assemblies and Newsletter, Attendance and Punctuality Awards such as KS1 and 2 Attendance Bear and the Early Birds.
- Individual awards by the EWO and Attendance Lead for 100% attendance over a term and a year.
- Attendance Lead, Learning Mentors and school staff being welcoming while on Gate Duty and Early Morning Duty.
- Learning Support Manager and Learning Mentors doing Circle Time on attendance and punctuality.
- Using school staff 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 parent.

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.