



Attendance Policy

1. Principles

At Dunmore Primary School we expect the highest possible level of attendance. For the academic year 2017-18, we expect whole school attendance to be above 97%. Our aim is to ensure that all pupils make excellent progress, achieve high levels of attainment and develop positive relationships with both staff and other pupils. This is achievable only when pupils are present for every possible session. Our aim is to work alongside pupils and parents/carers to promote, support and when necessary involve the Local Authority to ensure that each pupil is receiving their education.

By law, schools are required to record in the attendance register - once at the beginning of the morning session and once in the afternoon - whether a pupil is present or absent.

2. Parent Responsibilities

All parents/carers are made aware of school attendance procedures through a copy of the school attendance policy on the school website.

Section 7 of the Education Act 1996 requires parents/carers of compulsory school age children to ensure their children receive a suitable full-time education. If a child is registered at school, parents/carers have the responsibility for ensuring that:

- their child attends regularly
- their child is brought to school and is school ready to learn by 8.45am
- they inform the school office either by phone in person by 8.45am
- they avoid medical and dental appointments during the school day, where possible
- provide up to date contact information
- they take holidays during school holiday periods and not term time
- they inform school of absence daily or give an expected return date
- any applications for leave of absence during term time are made at least six weeks in advance
- they work alongside the school and Local Authority to improve lateness and attendance if required
- they pick up their child on time

3. Registers

Class teachers meet their class on the playground at 8.45am. This is to encourage each class to be punctual and in line ready to walk into class. Class teachers record the attendance of the pupils on the registers at the beginning of both morning and afternoon sessions. Registration closes at 8.55am and registers are returned to the office after 8.55am.

4. Lateness

If a child arrives after 08.55am they receive an L mark in the register. If a child arrives in school after registration they must report to the school office. The admin team record all late arrivals on SIMS. Any pupil who receives more than two late marks in a half term period receive a punctuality letter. If problems with punctuality continue the parents/carers will be contacted and invited to a meeting with the Inclusion Manager or Home School Liaison Officer.

5. Requests for Leave of Absence

Parents/carers are required to apply in writing or via email to the Headteacher for exceptional leave of absence. Leave is only authorised if there are exceptional circumstances in accordance with the Revisions by the Department for Education to the 2006 Education (Pupil registration) on the 1st September 2013. It is expected that requests for absence should be rare. Only genuine reasons are considered, for example: long weekends, cheaper holidays, are not valid requests.

In the rare occasion of an absence request, parents/carers will receive a letter in response from the Headteacher within 7 days. This will inform parents/carers that the absence will either be authorised or unauthorised. An example letter is included as Appendix A.

6. Procedures for Absence

If a child is absent without explanation the admin team will endeavour to contact parents/carers before 10.30am. Parents/carers must ensure that the school office have up to date contact numbers.

Regular attendance checks will be carried out to check for children whose attendance is below 90%. Attendance will be monitored and if this doesn't improve a letter will be sent home. Parents/carers will be invited into school to discuss their child's attendance concerns and how the school can support parents/carers to improve their child's attendance.

If no reason is given for an absence, then the admin team will contact parents/carers to ask for a reason. In the very rare situation no explanation is provided, the mark O will be used to record the absence as unauthorised.

Any notes, medical certificates and letters are recorded and kept securely as confidential information in a pupil's file.

7. The school expectations are:-

- pupils will attend every day that the school is open
- if a pupil is absent for any reason the parents/carers will inform the school of the cause before 9.30am
- in the rare event a parent has not informed the school, a telephone call on the morning of absence will be made by the school office. If this is still unsuccessful, then a member of staff may do a home visit to try and ascertain why the child is not in school.
- pupils will arrive at school by 8.45am ready for registration.
- pupils will not leave the school site without permission and without being accompanied by an authorised adult at all times.

8. Parents/carers can expect:-

- to be contacted by the school on the first day of absence if no contact has initially been made by the parent.
- the school will acknowledge excellent attendance and celebrate highest weekly class attendance in assemblies, individual termly and annual attendance above 97%, including 100% individual attendance awards (Attendance of children with long term medical conditions will be equally rewarded on a case by case basis)
- the school to keep a daily attendance record and inform parents/carers if the pattern of attendance is causing concern.
- the school to receive guidance from Oxfordshire County Council Attendance Team.

9. Monitoring Attendance

Attendance is monitored regularly by the Head Teacher in conjunction with the School Inclusion Manager and Home School Liaison Officer. Parents/carers/Carers of pupils with unexplained poor attendance or regular unexplainable absences will be invited to discuss the situation with a Senior Leader, whereby any additional support will be offered to try and improve the current situation.

Termly data is collected for the whole school, vulnerable groups and individual pupils and this is compared with national figures. All pupils with attendance under 90% are monitored closely with supported offered.

10. Children Missing Education

In line with the OCC Children Missing Education Policy if there has been a continued absence from school this will be referred as a Child Missing Education. When a child stops attending without explanation, or does not return from holiday at the appropriate time, the school should first attempt to contact the parents/carers/carers in accordance with its attendance policy. On the fourth day of absence, the school will make a referral to the Early Intervention Hub using the Hub referral form. A home visit will be carried out by Early Intervention staff. If the visit establishes that the family has left the address, Early Intervention staff will refer to the Pupil Tracking Officer who will apply tracking procedures. At the same time, a check will be made with Children Social Care to establish if the family are known. The Pupil Tracking Officer will advise when the child can be removed from the school’s roll (it will normally be possible to backdate the removal to the last day of attendance).

Policy Agreed by the Governing Body on

SignedChair of Governing Body
..... Headteacher

This policy will be reviewed annually.

Review and update: June 18

Appendix A:

Example letter to parents/carers/carers after request for absence:

Dear

I am disappointed that you have requested permission to take your children away on holiday during term time from until Taking holidays in term time can seriously disrupt the continuity of your child's learning. Not only do they miss the teaching on the days they are away; they are also less prepared for lessons when they return. As a consequence there is a risk of under achievement, which everyone wants to avoid.

Up until 's attendance was As a school, we are aiming for attendance to be least 97% and it is hoped that your children's attendance would exceed this but due to this absence this is now less likely/or not possible.

As the circumstances are not exceptional, it will be an unauthorised absence.

I genuinely hope, as a supportive parent of this school and most importantly for the benefit of your child/ren, that you do not book any more holidays in term time. To assist with your planning please can I remind you that term dates are published on the school website.

Yours sincerely,

Mr. S.J. Bartholomew
Head Teacher