



Olive Hill Primary School

Attendance Policy

Reviewed and amended June 2017

POLICY RATIONALE

At Olive Hill we strongly believe that good attendance and punctuality are vital for a child to maximise their potential and to ensure that he or she can build strong friendships and take a full part in school life.

In promoting the belief that attendance and punctuality are important values we will be helping to equip our children for life and impacting upon their futures as learners, employees and employers. This will help them to make a positive contribution to society.

We believe that;

- ❖ *Absence*, in any year group, affects access to the curriculum ultimately impacting on progress.
- ❖ Repeated and consistent lateness is an unsettling start to the school day for both the child and school and also has an impact on progress

As a school we follow the Department for Education, DfE, guidelines and expect children to be punctual and in full time regular attendance at school.

July 2011 DfE documentation *Reducing Absence - ensuring schools intervene earlier* stated that ;

"The poor attendance of a number of pupils can disrupt their own learning and that of other pupils. The children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills or knowledge."

Each and every day the school is open for registration students are expected to attend school, unless any absence is authorised by the school.

There is a clear link between poor attendance at school and low levels of achievement.

Good attendance at school makes a difference to a child's education. If a child's attendance is poor at primary school then it is likely to continue to be poor at secondary school.

ATTENDANCE CELEBRATION

Each week attendance is celebrated in Star of the Week assembly. The class who achieve the best attendance in each key stage is congratulated and wins the attendance owl/trophy. They will also be congratulated on the weekly newsletter.

Each term we celebrate attendance as a whole school. Children who have achieved 100% attendance for the current term will receive a certificate and have their name displayed on the attendance celebration board. In July we also reward children who have attended 100% for the academic year, with a certificate and a prize.

ROLES AND RESPONSIBILITIES

PUPILS

- To attend school regularly and punctually
- To arrive at school by 8.55am each morning and if going home for lunch, to return in good time for the afternoon session

PARENTS / CARER

- To ensure their child attends school regularly, punctually (by 8.55am), properly equipped and in a fit state to learn
- To notify the school every day of absence by 9.30am
- To take family holidays in the school holiday period
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of the change in writing as soon as reasonably possible.

TEACHERS

- To keep an accurate attendance register
- To praise pupils for punctuality and good attendance

- To inform the phase leader and learning mentor when absence is impacting on achievement so that appropriate action can be taken.

LEARNING MENTOR

- To monitor late arrivals and absentees (usually daily)
- To monitor contact made with regard to absence and pass relevant information to the class teacher
- To telephone parents when no reason has been given for absence by 9.30am on the first day of absence
- To monitor attendance and punctuality weekly, liaising with the Headteacher so that we can intervene as soon as absence gives cause for concern
- To monitor register codings and alert staff of inconsistencies
- To liaise with the Education Investigation Service (EIS) and make referrals and attend clinics/meetings as needed
- To liaise with the Deputy Headteacher with responsibility for medical needs and the School Health Advisor as needed
- To monitor register codings and alert staff to inconsistencies
- To produce individual or class summary sheets upon request of the Education Investigation Service (EIS)
- To produce attendance figures for end of year reports

HEADTEACHER

- To be responsible for attendance
- To set clear and challenging attendance targets as part of school self evaluation
- To intervene early when individual pupil absence gives cause for concern
- To develop a multi agency response to the attendance agenda
- To utilise the support of available specialists in relation to the attendance agenda

OFFICE

- To forward phone messages to class teachers regarding absences

PROCEDURES

LATE TO SCHOOL IN THE MORNING

We expect children to arrive at school between 8.45 and 8.55am

Registers open at 8.55am. They close 25 minutes later at 9.20am.

If your child arrives after 8.55am they will need to be signed in at the main school office **by a parent/carer, or adult and a reason for the lateness must be given.**

Once your child has been signed in at the office your child is automatically deemed as late.

We do expect that whenever possible, routine medical appointments such as dental check ups are arranged outside of school time. However we may record the absence using the 'M' code on sight of an appointment card or letter.

The Pupil Registrations Act 2008 states that it is the duty of the parent to ensure their child/children arrive on time for school.

Should your child be late for school, not due to medical appointments, several times during a school year, you will receive a letter notifying you of the situation. If your child continues to be late for school we will consider removing the privilege of having the lates authorised and all further lates will be unauthorised.

Once your child has accumulated 18 unauthorised lates the school will automatically refer your family to the Education Investigation Service. They will then take the late issue on as a case and investigate why your child has been late on the dates given. This investigation could result in you receiving a warning notice. Alternatively a fixed penalty fine could be issued per child to each adult who has parental responsibility.

ATTENDANCE AND ILLNESS

If your child is ill you must telephone the school as early as possible **AND BEFORE 9.30am - 01384 818855.**

This needs to be done every day of absence (unless your child is admitted to hospital, or has a long term illness-related absence - in this instance you do not need to ring every day).

If your child is not in school and we have not had a telephone call by 9.30am the absence will remain as unauthorised until you provide details which would support the Headteacher's decision to authorise the absence.

If your child's absence is causing concern, e.g. high levels of absence due to illness or holiday we may require you to provide further evidence for absence so we can consider whether the absence should be authorised.

The school's medical policy allows us to administer prescribed medicines with written consent which may allow an earlier return to school.

When absence is causing concern the school may involve the School Health Advisor or you may be asked to attend a meeting with the Education Investigation Service to discuss how to improve your child's attendance. Following this meeting you may be issued with a warning notice from the Education Investigation Service.

If your child continues to be absent for;

- 9 full days over a 6 week period
- 18 half days over a 6 week period
- 10 consecutive days with no reason for absence

You will automatically be referred again to the Education Investigation Service. They will then investigate the evidence around the unauthorised absences, which could result in them taking the attendance issue on as a case and investigating why your child has not been in school for these days.

This external investigation will result in you receiving a final fixed penalty notice and then a fine if your child was well enough to be in school.

HOLIDAY ABSENCE

No term time holidays will be authorised. This is in line with all Halesowen schools.

LEAVE OF ABSENCE

It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional reasons, irrespective of the child's overall attendance. Only the head teacher (not the local authority) or her designate may authorise such a request and all applications for a leave of absence must be on a form provided by the school. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon a return from such leave) by the local authority may be requested. When requesting a penalty fine the school may calculate the period of days taken within a 12 month period.

LONG TERM SICKNESS ABSENCE

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching service so that they work with your child whilst they are not in school. This would mean that your child is being educated off site and would not affect their overall attendance percentage.

If a child leaves hospital and following this is at home for 2 weeks, or more, then we can contact Cherry Tree Pupil Referral Unit and they will support your child at home. Please inform us as soon as possible if your child is hospitalised for any reason.

REMOVAL FROM SCHOOL ROLL

If a child is not ill and is persistently absent from our school for 20 days or more, as a school we would work with the Education Investigation Service to find out where the child is. A result of this investigation may be to remove the child from the school roll. It would then be the parent's responsibility to contact admissions in order to reregister the child/children.

PENALTY NOTICES

Parents/Carers can be issued with Penalty Notices if a pupil who has been excluded contravenes the details set out in the exclusion letter as to their whereabouts during school hours throughout the duration of that exclusion.

Parents/Carers can be issued with Penalty Notices should their child take any Leave of Absence if they have not requested this in writing by completing a Leave of Absence Application, which is available from the school office, detailing the 'exceptional circumstances' they would want the Headteacher to take into consideration in deciding if any Leave of Absence can be agreed.

Parents/Carers should ensure that the Application is made as far as possible in advance of the leave. Only in the case of an emergency should these requests be made less than 5 days in advance of the leave.

Should any Leave of Absence be taken without an Application having been made, parents/carers may still be issued with Penalty Notices.

Parents/carers are advised to apply for Leave of Absence before planning, booking or paying for any part of a Leave of Absence.

Leave of Absence Applications can only be considered from a parent/carer with whom the pupil normally lives.

Leave of Absence Applications from a parent/carer that a pupil does not normally live with cannot be considered under any circumstances.