

# TANKERSLEY C of E (A) PRIMARY SCHOOL

## ATTENDANCE POLICY



***“A love of learning in a Christian environment”***

We aim high and have self-belief  
We have community spirit  
We are enterprising  
We have enquiring minds  
We are respectful

## **Aims:**

Tankersley St Peter's CE (A) Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure within our vision of a ***'love of learning developed within a Christian environment.'***

All school staff will work with pupils and their families where ever possible, to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives, Tankersley St Peter's CE (A) Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

## **The Schools Expectations**

From pupils:

- They will attend school regularly
- They will arrive on time, appropriately dressed and prepared for the day
- They will arrive into their classes promptly

From parents:

- They encourage their children to attend school
- They contact the office between 8.00am and 9.00am – or as early as possible - whenever their child is unable to attend.
- They ensure their child is appropriately dressed, taking account of the school dress code
- They ensure their child arrives in school well prepared for the school day and with homework completed
- They understand the importance of attending school regularly.
- They understand the importance of good punctuality.

Pupils and parents can expect the following from the school:

- Designated and regular Point of contact – Inclusion Officer/attendance officer, with regards discussing attendance issues
- A nurturing whole family/school approach to resolving attendance issues quickly, with the support of a multi-agency network in place if additional support is required
- Regular, efficient and accurate recording of attendance and time keeping
- Contact from the school on the first day of absence if no notification has been received via the attendance officer. This could be through a phone call, a text message or a home visit if contact is not made.
- Early contact with parents when a pupil fails to attend without good reason and there is a pattern of absences or an excessive number of absences or lateness
- Immediate action on any problems notified to us, in confidence if necessary
- Positive measures to encourage good attendance

## **Positive measures to encourage good attendance**

- Registers will be completed accurately at the start of each day. Registers close at 9.00a.m.
- Inclusion Officer/attendance officer available every morning to identify, discuss and advise with regards attendance issues
- Daily monitoring by class teachers and attendance officer – contact school to raise concerns where appropriate
- Weekly attendance figures available to all staff on the shared drive including highlighting all vulnerable groups
- Regular monitoring by the Attendance Officer on attendance and punctuality
- Weekly attendance trophy for the winning class celebrated in sparkle and shine assembly with a £5 voucher rewarded also for the attendance prize at the end of the school year
- Termly 100% attendance certificates and end of year prizes awarded
- Attendance matters promotional leaflets
- 'Traffic light' text sent to parents half termly confirming where their child is in terms of attendance (i.e. Green – excellent/good – above school target, Yellow - working towards school target)
- Pupils who fall below 90% will receive more detailed communication from the school to discuss any problems and encourage an increase in attendance
- Persistent Absentee log is updated weekly and shared termly with the Head Teacher
- Attendance data report shared half termly with governors and staff
- Regular liaison and meetings with Inclusion Officer/attendance officer to review any issues/concerns
- Discussion with the Head Teacher and Attendance officer where attendance falls below 90%
- Regular reviews and meetings held with parents to identify and resolve any issues

## **Punctuality/Lateness**

Regular and punctual attendance is both a legal requirement and essential for pupils to maximise their education opportunities. We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but also it shows consideration for every one else in the class and avoids repetition of instructions and teaching.

Main doors open at 8.45a.m. /Registers close at 9. 00a.m /the school day begins at 9.00am.

All children who arrive in school after this time should do so through the main front door. The attendance Officer will log the late arrival on the SIMS system with the appropriate late mark.

Unauthorised absence will be recorded if you take a holiday in term time which has not been agreed/authorised by the Head teacher.

Procedures to be followed in the case of persistent lateness may involve the Education Welfare Service, advice from the local authority, consideration for a Fixed Penalty Notice (FPN)

## **Medical Appointments**

Where possible medical and dental appointments should be taken towards the end of the school day, or after school has finished, so that the child does not miss valuable learning time.

Parents to be aware that medical appointments may affect their children's attendance level.

## Responding to non-attendance and the procedure for lateness

1. If no note, telephone call or text is received from parents, the Attendance officer will ring the child's parent/carer in the morning. This may be followed up by a home visit if no contact is made.
2. With continued non-attendance or lateness, the school will write to the parents/carers informing them of the attendance issues and invite them in to school for a meeting to discuss attendance and offer support.
3. Where there is no improvement in the attendance or punctuality, the Educational Welfare Service will be informed and appropriate measures will be taken. This could lead to a fixed term penalty notice being issued

## Parental requests for special leave of absence during term-time

The law requires that children should attend school for 190 days of each year. This means that, unless absent through illness, children should attend school at **all times** excluding weekends, official school holidays and staff INSET days. Clearly it is in the best interest of the child not to miss days at school if this can possibly be avoided.

10 minutes late every day = 1 whole week of learning lost over the year.

**If you intend to apply for permission from the Headteacher to take your child out of school during term time as authorised absence, you will be required to obtain a Leave of Absence request form from the Headteacher for authorisation. .**

- ***The school does not authorise any holidays or breaks in term time – these will be deemed unauthorised. They will be recorded as an unauthorised absence.***
- **Only very exceptional circumstances will be authorised.**

If a parent, then chooses to go ahead with the special leave a fine could be issued by the Local authority. (FPN)

## Penalty Notices

Penalty notices supplement the existing sanctions currently available under Sec 444, Education Act 1996 or Sec 36, the Children's Act 1989 to enforce attendance at school where appropriate subject to statutory defences. The Education Welfare Service delivers this Local Authority responsibility.

The issuing of a Penalty Notice is considered appropriate in the following circumstances of unauthorised absence:

- Overt truancy (including pupils caught on truancy sweeps)
- Parentally-condoned absences
- Leave of Absence in term time
- Unexplained absence i.e. no reason given for absence
- Persistent late arrival at school (after the Register has closed at 9.00a.m)
- Excluded pupil present in a public place during the school hours of the school where the pupil is on roll

To ensure consistent delivery of Penalty Notices one of the following criteria must apply:

- Other than in specific circumstances\* the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement.  
\* If a parent is capable of securing regular attendance but not willing to take responsibility or failure to engage with strategies and agencies then a penalty notice may be issued without notification  
\* No formal warning is given in the case of leave of absence
- The deliberate taking of leave of absence in term time without or against school permission (where it can be clearly demonstrated that the parent/carer understood that permission had not / would not be given) and where this has created a period of unauthorised absence in the current year of at least 10 sessions.
- Excluded pupil present in a public place during the school hours of the school, where the pupil is on roll without justification during the first five days of each and every fixed period or permanent exclusion, and other than in specific circumstances the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued after the first time a pupil is present in a public place.

### **Absence for participation in a performance**

In these instances, Tankerlsey St Peters Primary School will follow Local Authority's guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

### **Safeguarding**

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to safeguarding policy; the behavior policy; anti-bullying strategies and the Health and Safety Policy. Tankersley St Peters Primary School have also adopted the Local Authority Policies on Children Missing Education, Elective Home Education. Tankersley St Peters Primary School also follow Local Authority guidance in relation to coding absence for families who travel as part of their culture. Our governing body has endorsed all these policies, which support the School in all attempts to improve the attendance and safeguarding agenda. Additional information can be found at [www.barnsley.gov.uk/education-welfare-service](http://www.barnsley.gov.uk/education-welfare-service)

### **Responsibility**

In order for this policy to be successful, every member of the school community must make attendance and punctuality a high priority. We must share our enthusiasm for education; communicate its importance to pupils and all members of the school community.