



The Fairlawn and Haseltine Federation

Attendance Policy

The links between attendance and achievement are strong, and high levels of attendance at school should be a right of each pupil.

Mission Statement

The Fairlawn Haseltine Primary Federation will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Aims

We will

- Promote a culture across the school which identifies the importance of regular and punctual attendance
- Make attendance and punctuality a priority for all those associated with the school including parents, teachers and governors.
- Further develop positive and consistent communication between home and school
- Set targets to improve individual and whole school attendance levels

Rights Roles and Responsibilities

We have a procedural framework which defines agreed roles and responsibilities for

- Parents and carers
- Pupils
- School Staff
- Governors

This procedural framework includes guidance on

- Registration
- What constitutes unauthorised absence
- Consistent use of symbols for authorised absence
- Holidays in term time / extended leave
- Systems for monitoring attendance and punctuality of individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the Education Welfare Service
- Systems for reintegrating pupils who have been absent
- Systems for monitoring whole school attendance and Action planning
- Appropriate alternative curricular arrangements

Holidays in term time / Extended Holiday

Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher can authorise a maximum of 5 school days in exceptional circumstances. Evidence may be required.**

Use of penalty notices

School may request the Local Authority to issue penalty notices in respect of unauthorised absence in accordance with the local code of conduct. The circumstances under which requests will be considered will be set out in the procedural framework on attendance (see above) Parents must, from **1 September 2015, pay £60 within 21 days or £120 within 28 days.** This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Partnership working

School will work with the Education Welfare Service and other support agencies as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework on attendance and the Service Level Agreement with the EWS

Monitoring, Analysis Action Planning

School will adopt systems for monitoring attendance at both individual pupil and whole school level, and will analyse patterns and trends of non-attendance to inform future Action Planning and target setting in respect of whole school attendance matters

**Procedural Framework for Attendance outlining roles and responsibilities of staff,
Governors, parents and pupils**

Role	Name of staff	Responsibility
Head of Schools	Sara Anderman Hania Ryans	<ul style="list-style-type: none"> • Raise the profile of attendance and punctuality in the school and wider community • Raise the profile of attendance and punctuality with staff during meetings • Analyse data patterns • Meet with parents and pupils as appropriate
School Business Director	Rosamund Clarke	<ul style="list-style-type: none"> • Line manages clerical staff and attendance team.
Attendance and Family Support	Katie Harman and Emma Bird Sharon Powley	<ul style="list-style-type: none"> • Maintain the high profile of attendance in assemblies and meetings • Formulate attendance policy and action plan. • Jointly decide upon and carry out a policy of rewarding attendance and punctuality • Organise meetings with EWS as appropriate • Encourage other staff to use the strategies to encourage good attendance. • Track attendance and punctuality of pupils • Alert Head to any patterns / causes for concern • Remind children to bring notes • Mentor any children targeted for attendance • Communicate attendance issues to parents • Production of attendance certificates • Provide appropriate data for EWO

The Fairlaw and Haseltine Federation Attendance Policy

Attendance and Family Support	Katie Harman and Emma Bird Sharon Powley	<ul style="list-style-type: none"> • Parental contact for medical enquiries • Complete first day calls and log • Provide appropriate data for school nurse on medical absences • Production of standard letters and distribution. • Log all verbal and notes from pupils in file. • Phone contact to establish exact cause of illness and return date. • Record all absences with appropriate code
Teaching staff	All	<ul style="list-style-type: none"> • Take register am/pm session • Keep note of any concerns to pass onto admin and learning mentor • Remind children of the link between attendance and attainment
Governor with responsibility for attendance		<ul style="list-style-type: none"> • Sit on attendance panels with EWO / Head teacher as appropriate • Meet regularly with Head to discuss attendance issues
Parents	All	<ul style="list-style-type: none"> • To realise their duty in getting their child to school regularly and punctually – school will make them aware of this responsibility • School will communicate any concerns very early on to parents and agree on shared work • Parents will be informed of celebrations achieved through good attendance • A comment will be made on the end of year report - showing attendance figures
Pupils	All	<ul style="list-style-type: none"> • To get themselves to school on time and regularly, where age appropriate. • To bring in notes from parents • To take notes/ targets home to parents. • To understand the link between good attendance and attainment.

The Fairlawn and Haseltine Federation Attendance Policy

<u>Timescale</u>	Data required from administration staff	People involved and action FSW
Daily	Names on late register Names of absent children	Katie/Emma phones home to find out why the child is absent if the parent has not already reported the absence. These reasons are logged.
Weekly	Children consistently late on register.	Katie/Emma to contact home – phone call and/or letter. Parents offered support to get their children to school on time.
Half-termly	Group analysis by attendance category - % Whole school by class	Attendance Teams across the federation.
Termly	Pupils by year groups with 100%	Class reward and pupil certificates
Termly	5 or more broken weeks	Attendance team to discuss and inform parents of concern.
Termly	Whole school % by year group	SMT to analyse
Annually	Whole school by attendance code	Whole school analysis and comparison with previous years – incorporate into new development plan and target setting.

Date Agreed: September 2015
 Written By: Attendance Team
 Review Date: July 2016 Signed Head
 teacher:
 Signed Chair of Governors: