



ATTENDANCE POLICY

This should be read in conjunction with Missing Person Statement.

Aims

The expectation of Ashfield Junior School is that there will be:

- Regular attendance from all pupils, achieving attendance records consistently of over 95% per year and aiming for the school target of 97%
- No unauthorised absences except for holidays not agreed and taken in term time.
- The communication between home and school in regard to absences will be extremely effective.
- Punctual attendance, lateness to be discouraged by the school and the parents/carers.

Legal Framework

By law, all children of compulsory school age must attend school regularly and benefit from a full time education.

Parent/Carers Duties

It is the responsibility of the parent under the law to ensure that their child is registered at a school or has other arrangements which provide an effective education, furthermore it is incumbent on the parent to ensure that the child attends school regularly and punctually.

The School

The school is required by law to keep and publish records of attendance and absence. Pupils should be registered under their birth names unless they have been legally changed. Where a problem arises the school has a responsibility to notify other agencies.

The Local Authority (LA)

The LA is responsible by law for making sure that registered pupils of compulsory school age attend their school regularly. The LA employs an Access and Inclusion Officer to support both school and parents/carers, where there are attendance concerns. Failure of parents to fulfil their legal responsibilities in regard to children's attendance, may, in extreme cases lead to an education supervision order/parenting order at court, a penalty notice or a prosecution in the criminal court.

Attendance

Promotion

At Ashfield Junior School we strive to promote good attendance by actively encouraging the development of a positive, stimulation school environment where children (and their parents/carers) feel welcome, safe and secure and where their individual needs are catered for.

Procedure

The whole school registration takes place in each classroom at 8.45am also in the afternoon in each classroom at 1.35pm. One whole school day counts as two sessions of attendance for each pupil at the school.

The completion of registers is a legal requirement. All attendance registers are completed using the Scholar Pack system, all absences are entered by either Mrs Thwaites or the office staff. Each absence is recorded alongside the reason for absence on a daily basis. The register also provides a daily log of all children in school which is used in the event of a fire drill or in the unfortunate case of a real fire.

The registers are closed by class teachers at 9am. Any child arriving between 9am and 9.15am will be recorded as late which is represented via a L in the register. Any child arriving after 9.15am when the registers are officially closed will be recorded as a U which means it is classed as an unauthorised absence because they have arrived after the register officially closed.

Fire Drill

Fire lists are taken from Scholar Pack of all children who are in attendance on that day. A list is printed off after registration closes and all checks have been made. The class lists are put outside each classroom; these are accessible in the event of a fire. In the event of a fire these are taken outside by the class teachers.

Rewards

- Children are actively praised by their teachers for their good attendance and time keeping.
- Each week we hold an Attendance Assembly, where each class is told what their attendance for the previous week was. The class with the best attendance receives a

star to go onto the display board in the hall. We then have a lucky dip, a class is chosen at random then a number is picked. If the child is that number on the register, providing they have a 100% they will receive a £5 reward. Rewards are also given at the end of the school year for the class with the best attendance.

- Each term we hold a Celebration Attendance Assembly where every child who has a 100% attendance for that term receives a certificate and a prize.
- At the end of the Summer term we hold a Celebration Attendance Assembly, where we have Bronze, Silver and Gold awards. All children who have 100% attendance either for a term, two terms or the whole academic year receive certificates and prizes.

Absence

The school actively encourages and expects regular attendance. There will of course, over a child's educational career, possibly be times when a child is unable to attend. Such absences fall into two main categories.

Short Term Absences

These may be due to illness; bereavement, attendance at the doctor, clinic or hospital, dental appointments, Secondary School Interviews, Religious Observance. These are usually authorised reasons for absence. However, if your child's attendance has fallen into the Persistent Absence category which is 90% or below, then illnesses will not be authorised unless supported by medical evidence.

Reasons for short term absences such as minding the house, looking after other children, shopping, birthday parties etc are **not acceptable grounds** for a parent to keep their child off school, it is a negation of parental responsibility.

Notification

- Short term absences must be notified to Mrs Thwaites on the attendance line or the school office by telephone or by a letter in advance.
- Mrs Thwaites will contact parents/carers on the 1st day of absence if there has been no notification, this is to ensure the safety of the child. The reason for absence is then recorded on Scholar Pack system.
- In the event of not being able to get a response by telephone then a text will be sent. This will then be followed up by contacting all numbers we have recorded as contacts on our school system.
- If school do not gain, contact via all of the above then a home visit will be made.

Mrs Thwaites – Education Support Manager monitors all attendance on a daily basis and any concerns are swiftly dealt with.

Long Term Absences

Long Term absences may be due to a medical condition. If this is the case then the school in negotiation with the family, will contact the Hospital to Home Tuition Service, arrangements

will then be made for tuition to take place either in hospital or at home which links in with the work that is being missed in school.

The other main form of this type of absence is holidays. Holidays in term time **are not** under any circumstances, and automatic right. The government have stated that holidays taken in term time will be deemed unauthorised, unless there are exceptional circumstances. If you take your child on holiday during term time this may carry a fixed penalty notice which can incur a cost.

If you do intend to take your child out of school during term time for a holiday then either complete the leave of absence form which can be obtained from the school office or write a letter, stating the dates, the length of the holiday and the reason why you are taking your child out of school for a holiday during term time.

Attendance Records

The following records are kept by the school:

- Daily attendance register, including absence notes for a period of five years for each class – print out from Scholar Pack.
- Absence notifications
- On/Off roll listings
- Each year school completes a census for the whole school population to Cumbria County Council.

Monitoring

Mrs Thwaites – Education Support Manager monitors patterns of attendance on a daily basis by studying the attendance registers and Scholar pack information. Where there are individual cases of unauthorised absences, long term absences or other concerns arising from this or from direct referrals from class teachers of the Special Needs Coordinator then the following action is taken:

- Where there is a developing pattern of absence the Education Support Manager – Mrs Thwaites will contact parents, either by telephone or letter.
- Meetings will take place with parents/carers.
- A child may be put onto an Attendance Plan for a six-week period.
- If no improvement is made in this six-week period and the child is still classed as a persistent absentee, then a referral will be made to the LA – Access and Inclusion Officer.

Reporting

A child's attendance record is published in the End of Year Report to parents and request of staff, parents and relevant outside agencies at various times throughout the year.

Attendance is also closely monitored by the Governing Body.