



**Everybody Prepared and Inspired to be the Best we can be.
Excellent Classrooms. Excellent Relationships.
Hearts in Billingham and Eyes on the World.**

**Our Attendance Protocols
(to be read in conjunction with LA
attendance policy)**

February 2019

ATTENDANCE PROTOCOLS - February 2019

Billingham South Community Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is a policy of our School to celebrate achievement. Attendance is a critical factor to a productive and successful career. Our school will promote and encourage 100 per cent attendance for all our pupils.

Our School attendance reward system consist of:

Class Room 100% Piggy Bank Attendance, £1.00 each week for 100% class attendance, the class pupils decides how it is spent.

Improved Attendance stickers

Class DoJo points and stickers for attendance

Rewards for the class with the best attendance and class with the most improved attendance in each half term.

Bronze - Autumn Term, Silver - Spring Term, Gold - Summer Term, Certificates each term for 100% attendance.

Ice-cream parlour end of year for most accrued class attendance

End of year final assembly 100% Individual Attendance Medal

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

Objectives

- . to encourage full attendance and punctuality
- . to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- . to acknowledge and reward a successful record of attendance
- . to ensure a consistent approach though out the school

Statutory Duty of Schools

The Education Act 1996 requires parents or carers to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil's attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the schools admission roll.

Procedures

Registration Start Times (Closes at 9am)

Reception Class - 8 50 - 3 10

Key Stage One - Year 1, Year 2, IAC 8.40am - 3.10pm

Key Stage Two - Year 3, Year 4, Year 5, Year 6 & Support Base

8.40am - 3.15pm

Absence

Registers are marked at this time with present/absent. If a pupil arrives after registration but before 9.00, they will be marked as 'late'. Where a pupil arrives after the close or register without a valid reason, an unauthorised late mark will be applied. Parents will be notified via text message that their child has arrived late and that this will contribute to a child's absence total.

Parent/carers are asked to inform school office at the earliest opportunity if their child will not be in school and **give clear reasons for the absence**. School requires medical evidence for dentist, hospital or doctors appointments. This will be judged by the school as either 'authorised' or 'unauthorised' absence. If a child has more than 10 sessions (i.e. 5 days) unauthorised absence, a warning letter will be sent out then school will inform the Education and Exclusion Team who will then issue the parent/carers with a penalty notice which may result in a fine.

Avoidable Absence

The Head Teacher follows government guidelines and does not generally authorise absence for a holiday or family event in term time as this significantly disrupts a child's education. The Head Teacher considers exceptional circumstances to include family funerals, parents weddings, specific health or SEN needs needing to be met or exceptional shift pattern circumstances. All such instances require documentary evidence and no authorisation will be given to a child whose attendance is less than 96%. In the event that a child on an unauthorised holiday, this would result in a referral to the Attendance Team which may result in a caution, fine or imprisonment.

Parents are informed in the prospectus and newsletters that they do not have an automatic right to absence. Parents/carers are required to have a meeting with the Head Teacher to request a holiday in term time and also to complete the schools **Parental Notification for Term Time Leave of Absence Form**.

Target Setting

Currently our attendance target is 95.6%.

Monitoring progress towards targets

Our school administrator, Head Teacher, PSA and LA Attendance Officer monitor absence on a regular basis. If there are causes for concern in the half termly meeting, strategies to overcome problems are implemented. All such actions are recorded on our CPOMs management system.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibilities to promote attendance is the responsibility of the whole school community.

Graded approach to managing persistent absence

On a daily basis - First response and late attenders text messages
(school attendance officer)

On a weekly basis - Persistent absence rates monitored and progress texts sent to parents (HT/DHT)

Half Termly - Letters are posted to parents to remind them to bring evidence of appointments if their attendance is dropping. Letters also go out if there is a concerning pattern of absence. (school attendance officer)

If persistent absence declines over a month, Parents will be invited to a support meeting at school and/or a home visit will be organised. (PSA/DHT)

If persistent absence does not improve, parents will be required to attend a meeting to put a targeted attendance plan in place. There will also be a supportive discussion with the pupil. (HT)

In the final instant, school will make a referral to the attendance team that could result in a caution, fine or imprisonment. (LA Attendance Officer)

All these measures are in accordance with the LA attendance policy.