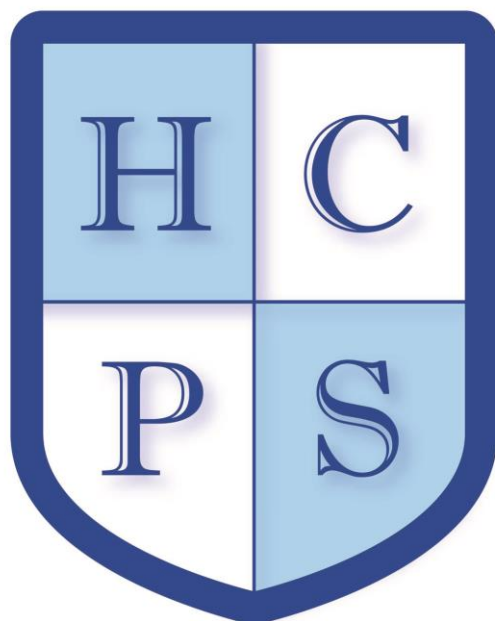


# Hunslet Carr Primary School



Attendance

**High expectations**  
**Caring**  
**Positive attitude**  
**Successful**

Policy reviewed: Mar 2018

Next review: Mar 2019

*High expectations, Caring, Positive Attitudes & Successful*

## **STRENGTHS OF OUR SCHOOL**



### **The Children**

Are well behaved, calm and polite  
Are engaged, positive and resilient  
Are supportive and helpful towards others  
Have an input on important decisions  
Have a sense of belonging

### **The Community**

School supports the whole family not just the child  
Recognises the importance of attendance  
Spreads our growing reputation as a good school  
Helps celebrate the children's achievements  
Supports the school on improving behaviour

### **The Curriculum**

Is a fun curriculum that is engaging  
Maintains a strong focus on the basic skills  
Is enriched through extra-curricular activities  
Supports our most vulnerable children  
Provides a rich variety of experiences & opportunities

### **The Staff**

Develop nurturing relationships with children  
Provide good quality teaching and learning  
Support one another to help the children  
Are consistent in how they treat children  
Identify children's SEN needs early

## THE CURRICULUM WE HOPE TO PROVIDE



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### **Skills**

Fluent and confident in Reading, Writing and Maths  
Communicate with confidence  
ICT skills fit for the future  
Life skills – social, money, time, cooking  
Safety skills – Swimming, healthy choices  
Problem solving skills – Patience & Resilience

### **Attitudes**

Confident, proud and independent  
The believe that 'Impossible is Nothing'  
Understand and celebrate a range of cultures  
Take responsibility for themselves & others  
Be honest and learn from their mistakes  
Respectful, caring and helpful

### **Experiences**

To have 1<sup>st</sup> hand experiences of...  
Going away on a residential trip  
Visiting a range of places of worship  
A chance to look after an animal  
Relevant trips to theatres/farms/beaches  
Taking part in public performances  
Work experiences & further education

### **Knowledge**

High school ready English & maths  
To know about local places of interest  
To know where we are in the world  
Life skills – money, time, cooking  
Information about possible careers  
To know major historical facts  
To know their own strengths

## **Purpose of the policy**

Hunslet Carr Primary School acknowledges that irregular attendance disrupts the continuity of learning, can lead to underachievement and low attainment and impedes the child's ability to develop friendships which are essential to their social and emotional wellbeing.

The purpose of this policy is for all people connected with Hunslet Carr Primary School the school to understand why attendance is so important, how we will address poor attendance and promote good attendance. The school assesses children, the techniques they use to assess and how the assessment is used to plan for children's progress.

### **1. Adoption**

To be shared with the governors. March 2018.

### **2. Aims to raise and maintain levels of attendance**

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raise awareness of the importance of good attendance.
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Work closely with parents/carers and other agencies to ensure all pupils maintain a minimum level of 96% attendance

### **3. What parents/carers can expect from the school**

- A quality education.
- To give a high priority to punctuality and attendance.
- Recognition and reward for good attendance.
- Regular and efficient recording of attendance within the guidance of the 1995 Education Act.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate confidential action on any problem notified to us.
- Excellent home/school communication.

### **4. What we expect from parents/carers**

- To ensure that their child arrives at school on time, properly dressed, with the right equipment and condition to learn.
- To provide the school with a reason for any period of absence on the first day or, where possible, before the absence.
- To provide the school with a reason for lateness.
- To work closely with the school to resolve any problems that may impede their child's attendance.
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in exceptional circumstances.
- To support their child and recognise their successes and achievements.

Parents have the prime responsibility for ensuring that their child attends school regularly and punctually. They have the legal responsibility to ensure their children attend school unless there is an acceptable explanation given for their absence which the school may then authorise.

The school day begins at 8.50am but children should arrive in the school yard by 8.45am.

<b>Break is at:</b>	10.05am – 10.20am for KS1
	10.25am - 10.40am for Year 3 & 4
	10.45am – 11.00am for Year 5 & 6
<b>Lunch is at:</b>	Reception & Nursery 11.30 – 12.30
<b>Mon-Thurs</b>	Yrs 1 & 4 12.00 – 1.00
	Yrs 2 & 6 12.30 - 1.30
	Yrs 3 & 5 12.20 - 1.20
<b>Friday</b>	Reception & Nursery 11.10 – 12.10
	Yrs 1 & 4 11.40 – 12.40
	Yrs 2 & 6 12.10 - 1.10
	Yrs 3 & 5 12.10 - 1.10

School closes at 3.20pm Monday to Thursday and 2.00pm on Friday.

## 5. Procedure for Recording and Monitoring Attendance

- Pupils should arrive in the school playground by 8.45am.
- School begins at 8.50am and class teachers will mark the registers from that time.
- Parents must accompany their children to the office if they are late and sign their child in with the reason for their late arrival. All late arrivers must report to the school office.
- The morning late register closes at 9.10am and any pupils arriving after this time will be marked absent.
- All parents/carers who's children are absent without any communication with the school will then be texted by the attendance officer to ascertain the reason for the absence.
- If a pupil is absent for three or more days without explanation then school will endeavour carry out a home visit.
- All absences will then be added to the electronic database with the appropriate code attached.
- All absences will fall into the category of authorised or unauthorised absence.

An authorised absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

The following may be reasons for authorised absences:

- Illness.
- Family bereavement.
- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion.
- Permanent exclusion until removed from roll or re-instated.
- Unavoidable School closures; e.g. Severe weather conditions; circumstances that could make it dangerous for children to attend.

Absences will not be authorised without medical evidence if a pupil's attendance is below expected, have unusual or unexplained absences or they have had 3 or more illnesses in one term.

All other absences will be regarded as unauthorised.

### **Family Holidays**

Holidays in school term time are not allowed.

Unauthorised absences due to holidays may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that both parents will be fined for their child's absence.

Exceptional circumstances may be considered but there are strict guidelines that the Head Teacher must adhere to.

If a holiday is taken, the absence will be recorded as **unauthorised**.

### **Extended Leave**

Extended leave is not permitted.

## **6. Removal from the school role**

There are strict guidelines on the circumstances under which a pupil may be removed from the school roll. These are detailed in Education (Pupil Registration) Regulations 1995 (as amended 1997) and the Schools Administration Handbook (Section A2).

### **Children Missing Education (CME)**

If a child leaves the country for any reason other than a fixed term holiday, this will be reported the Attendance Advisor and Children Missing in Education Team for further investigation. A child will not be removed from role until these investigations have been carried out and the Attendance Improvement Officer has passed the case to the CME team.

If a child is offered a place in Reception and fails to take up this place then this will warrant further investigation. If that child has not accepted a place at another school then this will be reported to the CME team.

### **Elective Home Education (EHE)**

The school must delete the child's name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising their local authority. Schools must make a return (giving the child's name, address and the ground upon which their name is to be deleted from the register) to the local authority as soon as the ground for deletion is met, and no later than deleting the pupil's name from the register. They should also copy parents into the notice to the local authority.

## **7. Strategies used to promote good attendance and punctuality**

See appendix:

1. School initiatives
2. Stage 1 intervention
3. Pupil Movement Form
4. Parent Flow Chart
5. Staff Flow Chart

Lisa Lilley / Elisa Whitfield

February 2018

## Appendix 1: School incentives and strategies

- Every week the class with the highest percent attendance in KS1 receive a certificate and move along Pikachu attendance race. When the class wins three times, they can choose from a class party or a trip to Leasowe field.
- Every week the class with the highest percent attendance in KS2 receive a certificate and move along the Pikachu attendance race. They also receive a £1 token to save and spend as the whole class decide. Winning classes must have achieved at least 96%.
- Every week the class in KS2 that has 0 lates win a £1 token.
- Two children with 100% are randomly chosen weekly to receive an attendance star pencil and prize from each key stage.
- Regular attendance draws are run throughout the year for children who have 100% attendance in a set time period they can then win various prizes.
- There is a half termly 'Attendance Week' to promote and raise the profile of good attendance.
- Weekly attendance, prizes and winning students are posted on the school website and displayed in school.
- At the end of the year any pupils who have achieved 100% receive a certificate and a prize or a trip.
- Individual teachers have their own reward scheme.
- All these celebrations take place during assemblies to further raise awareness and the school attendance mascot, Pikachu, makes an appearance at the half term attendance assemblies to give out prizes.
- The attendance officer scrutinises and tracks the attendance of all learners daily by recording lates and managing the registers.
- Teachers inform the Attendance Officer of any particular concerns for individual pupils.
- Teachers will meet with parents if a child is late twice in one week. The next meeting will be with LL, then the Assistant Head Teacher and if there is no improvement then the Deputy Head / Head Teacher will intervene.
- All classes monitor and discuss attendance and lates daily.
- All classes to use their attendance displays daily to record lates and absences.
- Teachers will ring parents of children with poor attendance before passing their concerns to LL.
- Parents are texted on the first day of absence and three or more absences without explanation may result in a home visit.
- Attendance is discussed at pupil progress meetings and parent's evening.
- Regular meetings are held in school with parents/carers whose children have continuing poor attendance. This will be with the Attendance Officer, Assistant Head and a designated School Governor may also support these meetings.
- All attendance incentives to be agreed with school council.



## Appendix 2: Stage 1 intervention

- Target group letters e.g. Late arrivers, reception children etc.
- Early morning texts are sent to parents whose children have had 5 or more lates in the previous term.
- LL and CP to arrange late gates so that CP can offer support to parents.
- Parents must accompany children into school if they are late and sign in with reason for late arrival.
- Parents who do not accompany their children into school when they are late will be contacted, initially by phone call and then by letter, to inform them of the school policy.
- Fifteen different letters are used to communicate with parents of children with poor attendance, poor punctuality and improved attendance.
- Texts are sent for non-contact absences on the first day.
- A home visit may be made if a pupil is absent for three or more days without explanation.
- Establish reasons for non-attendance and whether absences should be authorised or un-authorised.
- Meetings in school with teachers, school attendance officer, and Assistant Head and the Deputy Head / Head Teacher.
- Home visits where necessary.
- Accurate records of school based intervention in actions to complete the stage one procedures without delay.
- Support from school based attendance officer and family support advisor to discuss and resolve any problems.
- Liaise closely with the Cluster Support to achieve positive outcomes for pupils and their families.
- Engagement of other professionals through multi-agency meetings or CAF.
- Use of parenting contracts where appropriate.
- In instances of persistent absenteeism, cases are to be monitored, dealt with accordingly and recorded accurately ready to present in court for further action.
- Constant monitoring of all procedures and policy for amendment and revision where necessary.
- A reintegration procedure for persistent absentees returning to school after a long period of absence. Children who are absent and believed to be on holiday without prior notification to the school will receive a letter requiring an explanation for this absence.
- All holidays taken in term time will be referred to the Local Authority for a Penalty Notice of £60 per child per parent.
- Fast Track initiative to be run a minimum of once a year for pupils with 10 or more unauthorised absences within the previous 12 weeks.

## Appendix 3: Pupil Movement Form



### Admissions Team – Pupil Movement Form (Hunslet Carr Primary School)

#### Starters

You must complete this form for every child who starts your school. It is now a legal requirement to inform the Local Authority of new starters within 5 days. All details requested below must be completed.

Please note that you can inform us of multiple school transfers on one form. Please return the completed form to [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk)

Child's Name	DOB	Yr Gp	Gender	Previous School	Current Address	Start Date
		Please Choose	Please Choose			
		Please Choose	Please Choose			
		Please Choose	Please Choose			
		Please Choose	Please Choose			
		Please Choose	Please Choose			

On roll figures – this should reflect the details of starters given above (including children who are due to start but are not yet on roll):

R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11



#### Pupil Movement Form – Leavers

You must complete this form for every child who leaves your school. It is now a legal requirement to provide the Local Authority with all of the details requested below. Please note: **this is not a referral for Children Missing Education.**

Please note that you can inform us of multiple school transfers on one form. Please return the completed form to [education.transfers@leeds.gov.uk](mailto:education.transfers@leeds.gov.uk)

#### Leavers



Child's Name	DOB	New address (and the date from which they will reside there)	Parent/Carer they will be residing with	Destination School	Have you confirmed the child has started? (if no please follow CME procedure)	Date removed from your roll
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	
					Yes <input type="checkbox"/> No <input type="checkbox"/>	

On roll figures – this should reflect the details of starters given above (including children who are due to start but are not yet on roll):

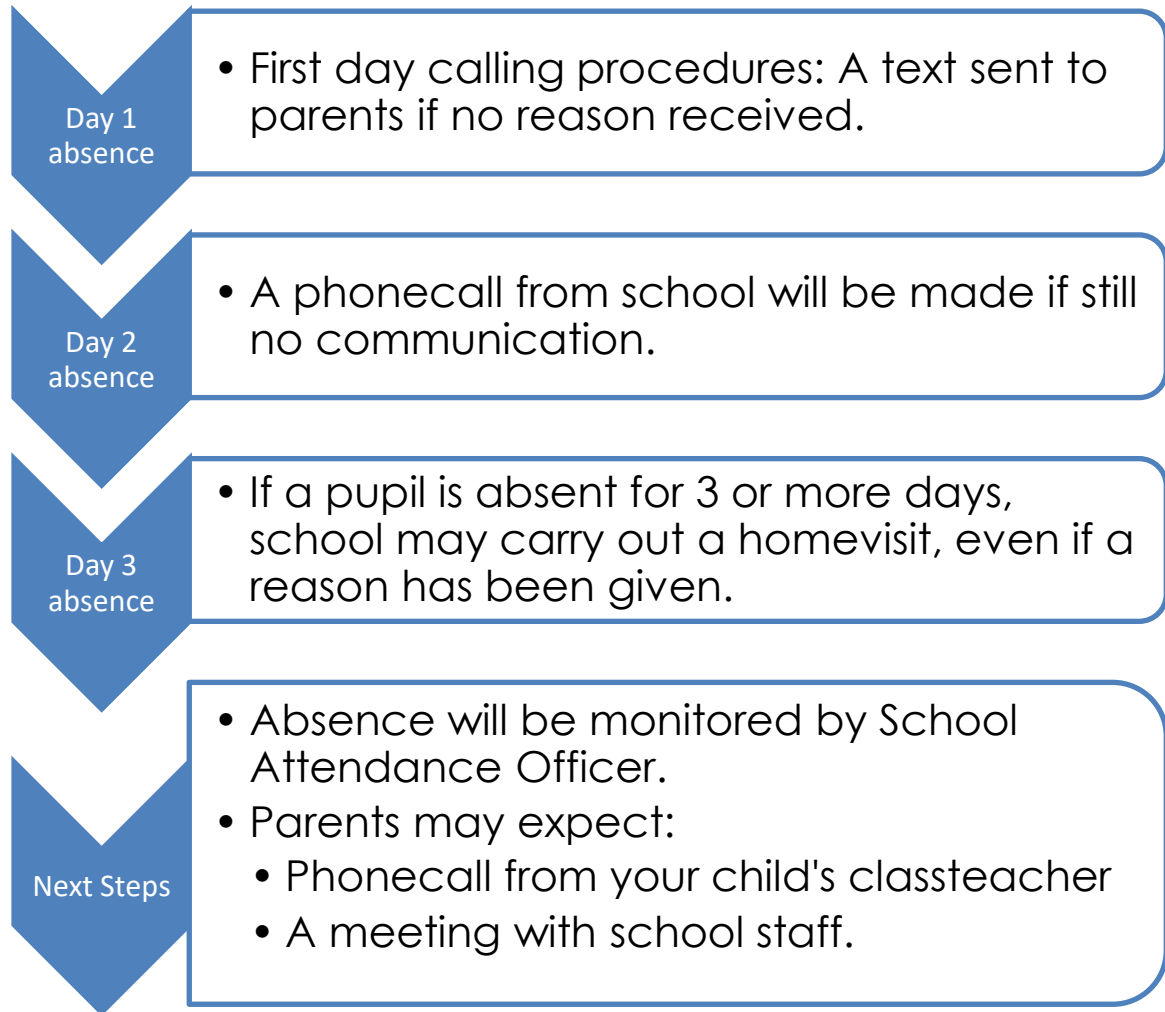
R	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11





## Appendix 4: Parent Flow Chart

### Parental Information: Attendance Procedures



#### Points to know:

- At any point during the absence, a home-visit may take place.
- Absences may not be authorised without medical evidence if a pupil's attendance is below 90%, if they have had 3 or more illnesses in 1 term or if there is a pattern to absence.
- Holidays in term-time will not be authorised\*

*\*Unless there are exceptional circumstances and the Headteacher uses their discretion.*

- Please remember that School starts at **8:50am** and your child should be in for this time, every day. The register closes at 9:10am and any arrivals after that will receive an absent mark for the morning session.

**It is a parent's responsibility to ensure their child attend School regularly. We aim for at least 96%, in line with the Government guidance.**

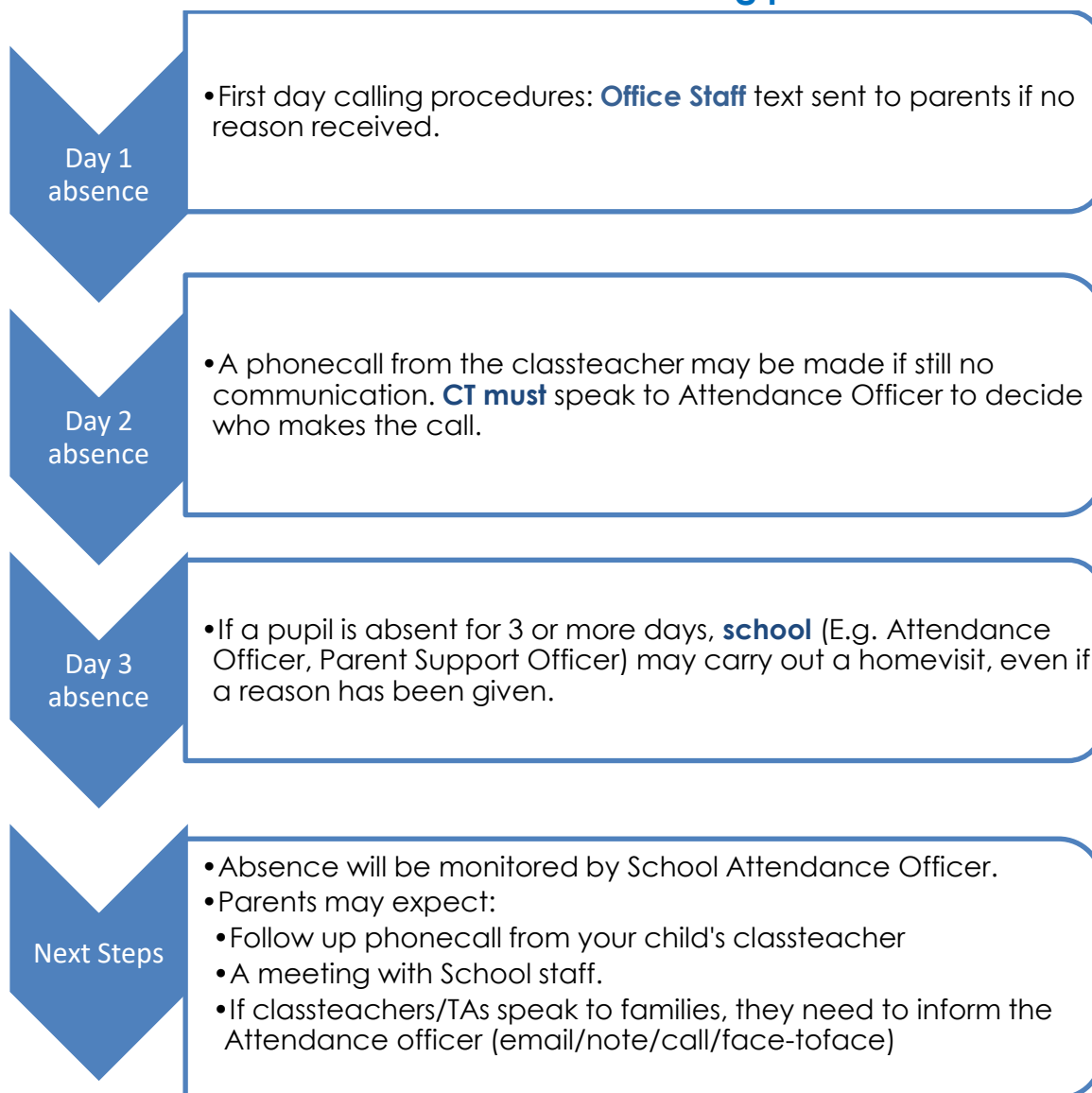
*High Expectations, Caring, Positive Attitudes and Successful*



Appendix 5:

## Staff Information: Attendance Procedures

As part of our safeguarding procedures, it is essential that all staff follow our attendance monitoring procedures.



### Registers:

- It is the responsibility of the Class teacher to ensure that the register is completed on time, using SIMs (**This is a legal document**)
- SIMs to be saved at 9am daily.

## Did you know?

- Absences may not be authorised without medical evidence if a pupil's attendance is below 90%, if they have had 3 or more illnesses in 1 term or if there is an unusual pattern.
- Holidays in term-time will not be authorised\*

*\*Unless there are exceptional circumstances and the Headteacher uses their discretion.*

## What will happen to children if there is an attendance issue?

1. Initial meeting: Parents and Attendance office.
2. Monitoring (e.g. home visits/calls)
3. School Attendance Panel: Parents, Governor, Senior Leadership Team member and Attendance Officer. *(Depending on the context, external agencies may be involved too)*

*This meeting could lead to:*

- Further review meeting from monitoring period.
- Signposted to another agency for further help/support. (Cluster/social care etc)
- Forwarded to School Attendance Service for legal intervention which could lead to a court hearing, parent's fine and criminal record.

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