



## **SALISBURY PRIMARY SCHOOL ATTENDANCE POLICY**

Salisbury School is committed to providing an environment in which all our pupils can aspire to reach their full potential through continued progressive learning and academic attainment.

Our school community works towards forging and maintaining working partnerships with pupils and parents to ensure their understanding of the correlation between punctuality, consistently good attendance and academic and social achievement

### **DEFINITION OF GOOD ATTENDANCE**

A pupil who is considered to have good attendance and punctuality must maintain an attendance percentage of 95% and above, with no more than 2 late marks throughout the academic year. This percentage criteria falls in line with the current national expected level of attendance.

### **ATTENDANCE AND SAFEGUARDING**

At Salisbury we recognise the significant links that can be made between attendance monitoring and safeguarding.

Registers are important legal documents and all staff members are required to ensure they understand the importance of registration periods being carried out promptly and correctly. **In an emergency all pupils on premises must be accounted for**, therefore it is essential that correct present and absent marks are given and all late attendees are logged at the main school office, so that absent marks can be update to record these pupils as late arrivals and therefore on site. After the children have been escorted to their classes by their teachers all entrances used must be closed to prevent any other access to the school except the main school office.

### **MORNING AND AFTERNOON REGISTRATION**

The school day commences at 8.55am, with the early morning whistle at 8.50am, informing both pupils and parents that it is time to proceed to their registration lines for pupils to be taken into class by the teachers. All teachers and pupils should be in their classrooms at 8.55am; role call should be taken via the 'Take Register' computerised system and closed by 9.00am.

The afternoon register for Key stage 1 is taken at 12.55pm

The afternoon register for Key stage 2 is taken at 1.25pm

AM nursery pupils start their day at 8.45am & finish at 11.45am

PM nursery pupils start their day at 12.30pmm & finish at 3.30pm

## ROLES AND RESPONSIBILITIES

### The Class Teachers are:-

- ⊕ Responsible for making sure they understand the importance of their registers and how to use the computerised Take Register system in class.
- ⊕ Accountable for ensuring the computerised registers are taken on time and pupils are given the correct present or absent mark. ( / ) signifies a pupil is present (N) signifies a pupil is absent.
- ⊕ Required to adjust absent marks (N) to L (late attendance) if the pupil arrives in class prior to saving and closing their register.
- ⊕ Requested to inform the Attendance Office immediately if an incorrect mark has been given after saving and closing their register. Once the register is saved by the teacher, adjustments should only be made by the Attendance Officer.
- ⊕ Responsible for making sure the system tally is consistent with the number of children present prior to closing. **In an emergency a pupil head count is an immediate way to identify all pupils are present.**
- ⊕ Asked to be vigilant and report any attendance concerns they have to the Attendance Officer.

### The Office Staff –Ms M Joslyn and Miss C Choppy will:-

- ⊕ Ensure that they log the name, class and time of all pupils who arrive late.
- ⊕ Log any pupil who is collected and taken off premises during the school day and the reason why, (this does not include pupils who go home for lunch as this information is held in the school meal section of the Take Register programme), and can be downloaded in case of an emergency during the lunch time period to account for these children.
- ⊕ Log first day absent call made by parents and reasons for these absences.
- ⊕ Update the system with new arrivals so their attendance can be accounted for.

### The Welfare Department – Ms C Humble will:-

- ⊕ Log all pupils sent home by their department, the time, who the pupil was collected by and the reasons why, this information must be passed onto the Attendance Officer to update the register and inform class teachers that pupils are no longer on premises.

### Family Support Co-ordinator – Ms A Hines is responsible for:-

- ⊕ New academic year & mid phase admissions into school, both parent and child must be made aware of the schools attendance policy.
- ⊕ Overseeing pupil placement into the nursery department and liaising with the Nursery Teacher to ensure staff are following the same procedures outlined in the policy and adhered to school.

- ⊕ Attendance contract to be explained and signed by the parent at the admission meeting.

**Attendance Officer – Ms Marcia Joslyn – is responsible for:-**

- ⊕ The correct coding and logging of pupil absence days
- ⊕ Devising and updating a system of monitoring & tracking pupil attendance and punctuality.
- ⊕ Analysing data and presenting information to the Head Teacher who assesses any trends between the drop in pupil attainment and attendance and links between confirmed medical illnesses & SEN needs to ensure adequate intervention strategies are put in place, year group, gender and ethnic background will also be analysed for trends.
- ⊕ Identifying pupils falling below both the schools attendance criteria of 95% and below the 90% criteria set and actionable by the Attendance Management Team.
- ⊕ Looking at preventative measures and reasons for pupils whose attendance has fallen below the schools benchmark but is above the school Attendance Management criteria for intervention by liaising with parents via letter, telephone calls, scheduled meetings and home visits (accompanied by another member of staff).
- ⊕ Reinforcing the importance of good attendance and punctuality to parents and making sure they understand the consequences of parental compliance regarding persistent/long term absence and continuous late attendance.
- ⊕ Identifying ‘persistently absent’ pupils via SIMs.Net termly persistent absence reports
- ⊕ Referrals and weekly meetings with the family support co-ordinator
- ⊕ Referrals and fortnightly meetings with the attendance management team
- ⊕ Compiling reports & attending parent BAPH’s (Borough Attendance Panel Hearing meetings)
- ⊕ Completing and returning school half term absence reports to the attendance management team.
- ⊕ Monitoring procedures and reward incentives for good attendance and punctuality.

**The Deputy Head Teachers –oversees the:-**

- ⊕ The implementation of the reward incentive schemes for good attendance/punctuality
- ⊕ Invitation of external agencies/groups and prominent cultural members of the community brought in as key speakers at attendance coffee mornings for parents.

## **ABSENCES AND PROCEDURES**

### **HOLIDAY (G)**

Following discussions with the governors, it has been agreed that only exceptional circumstances will be authorised for extended leave.

Any parent enquiring about a long term leave of absence, should be directed to the Head Teacher or the Attendance Lead, reason for the request will be noted and the start and end date of the requested period logged. Parents would again be reminded of school policy, why the school has adopted this approach and pending consequences, including the fact that a period of continuous long term absence could result in the loss of their child's school place.

Pupil's attendance is monitored to track whether unauthorised leave is taken or if the pupil has been reported as being ill, a first day absence call is immediately made, if there is no reply a home visit will be made and if there is no response to this then a referral will be made to the attendance management team.

Pupils on unauthorised leave should be taken off role following a designated period of time, since the beginning of the academic year 2010/2011 unauthorised days can be carried forward following a term break, parents are therefore more at risk of losing their child's place.

### **UNAUTHORISED ABSENCE (O)**

This code is given when no reason for an absence has been established and no reply has been received after sending out the weekly run SIMs.Net generated - reported absence letter to parents.

This code is also given to pupils whose attendance has dropped below 95% with more than 5 periodical days absent, where the parent has reported the pupil to be ill but has supplied no medical evidence to substantiate this claim. At this stage the school will intervene by booking a meeting & requesting that the parent sign a medical consent form to access medical information via the school nurse to rule out any unknown medical concerns.

### **NEW PENALTY NOTICE SCHEME**

Salisbury Primary School is participating in the above scheme which Newham Council has introduced.

This is a drive to reduce high levels of absence, and improve school attendance across the board.

Penalty notices can be issued for a range of reasons, including persistent absence, persistent lateness and term time holidays. A Penalty Notice means a fine of £60 if paid within 21 days, after this rising to £120 if not paid within 28 days. Non-payment will result in prosecution under Section 444(1) of the Education Act 1996.

## **SPECIAL PERIODS OF ABSENCE**

In special circumstances when a pupil has been medically signed off school for a set period of time by the doctor e.g. recovery following a confirmed medical illness, operation etc. and where the pupil is able to engage with their learning, it should be arranged for work to be sent home. A monitoring sheet should be completed & signed by the teacher providing the homework, clearing indicating when the work was sent and returned to school for marking.

## **RELIGIOUS OBSERVATIONS**

It was agreed during the academic year 2009/2010 by the Head Teacher, School Governors and members of staff that Salisbury School would not close for the confirmed religious observation day allocated by the borough. Pupils who observe these days are allocated (R) religious observation. Days taken off outside these allocated dates are considered as unauthorised by the school and subsequently code (O).

## **LEAVERS**

During the Summer Term 2010 it became compulsory for schools to complete the leavers form. This form is signed by the Head Teacher or the Attendance Lead who will ensure off rolling procedures are carried out within the framework of the law and pupil movement is tracked through attendance.

Prior to off rolling necessary criteria's must be met depending on whether a pupil has moved to another school within borough, moved to a school out of borough or a pupil has gone on unauthorised leave. Regarding the school change a pupil should not be off rolled until confirmation has been received that they have started at their new school only then should arrangements be made to transfer files, UPN's and complete a CTF.

## **INCENTIVES AND ATTENDANCE REWARDS**

At Salisbury we acknowledge good attendance by implementing the following:-

### **Long term goals**

- Every Friday during assembly the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place shields and teddy bears are awarded to the classes with the best attendance for the previous week.
- The results are recorded on the attendance display board making it easy for pupils regardless of age and ability to see how their class is doing overall.
- The class with the best attendance overall for the academic year is rewarded with a prize.
- At the end of the academic year certificates are given to parents who have supported their child reaching 100% attendance.
- Pupils who have reached 100% with no more than 2 late marks during the academic year are also rewarded with a gold 100% certificate and a prize.

### **Short term incentives and goals**

- At the end of the first half of the autumn, spring and summer terms 100% congratulation letters are sent to all parents thanking them for supporting their child's attendance. Parents are informed that their child will receive a certificate

at the end of the full academic term, if they maintain their 100% with no more than 2 late marks.

- Parents whose children have received 100% but have exceeded 2 late marks will also receive a thank you letter and informed that their child still has the possibility of receiving a certificate for the next full academic term if attendance and late criteria's are met.
- At the end of the first term (autumn) and every half term thereafter improved attendance and punctuality certificates will be presented to the children and a letter sent to their parents as recognition of improvement.
- At the end of a term, the class with the highest attendance over the term will be able to choose a prize e.g. going to the cinema

### **Late collection after school**

If a child is regularly collected late after school, a letter will be sent to the parents / carers informing them that should this continue a telephone call will be made to Social Services or their child taken to the police station.

- **1<sup>st</sup> Step** – Warning letter to parents / carers
- **2<sup>nd</sup> Step** – If a child has not been collected by 4pm a telephone call will be made to Social Services
- **3<sup>rd</sup> Step** – Pupil(s) will be taken to Social Services or to Forest Gate Police station by the Head Teacher and Family Support Worker.

**To be Reviewed : March 2018**