

Attendance Policy for Farsley Farfield Primary School

June 2022



Aims and Intention

High levels of attendance are a priority and this depends upon the creation of good relationships with pupils and their parents/carers. Attendance is part of the whole school process for the support of pupil welfare and close links are established between attendance, behaviour, special needs and other pastoral practices. We recognise that good attendance can be a safeguarding issue and that poor attendance or persistent absence could be related to other child protection issues. All children have equal rights regardless of race, gender, ability, or ethnicity.

Research has shown a link between attendance and academic achievement and has concluded that excellent attendance has a direct effect on the standards reached by children. We should also recognise a need to make school enjoyable and ensure that our provision meets the needs of all pupils.

Attendance is defined as: participation in the programme of educational activities arranged by the school. In addition to actual attendance within Farsley Farfield School premises, it covers:

- Educational visits
- Day and residential visits to outdoor centres
- Sports, musical, theatrical productions etc arranged by, or in conjunction with, the school
- Activities in connection with psychological services
- Hospital or home tuition
- Alternative curriculum programmes

Authorised absence is defined as:

- Sickness
- Medical and dental treatment
- Bereavement
- Domestic circumstances relating to exceptional hardship at home (e.g. the necessity to go into a hostel, enforced relocation with financial implications)
- School not within walking distance and transport arrangements fail or weather conditions do not allow safe attendance
- Religious observance to a maximum of 3 days with prior notification
- Approved family holidays up to 10 days where circumstances are exceptional
- Attendance at, or in connection with a Child Care Review.
- Agreed participation in sports, musical or theatrical productions not arranged by, or in conjunction with school.
- Sanctioned extended absence in relation to children of travelling families.

Unauthorised absence is defined as:

- Family holidays where permission has not been given by school
- Truancy, defined as unauthorised absence from school, for any period, as a result of premeditated or spontaneous action on the part of the pupil, parent or both
- Unexplained absence
- Extended leave beyond the period sanctioned by school policy

Targets and Communication

As a school we recognise that regular attendance improves outcomes for children in all areas of their development. As such we have a minimum target attendance of 95% for all children.

Where a child's attendance is recorded below 90%, further absences will not be authorised without medical evidence, such as an appointment card or named and dated medication.

If your child is identified as having a change in attendance patterns or where we have concerns regarding attendance, we will liaise with you directly to discuss this. We would always seek to work together to overcome any challenges with attendance and punctuality that may be being faced. There are a number of support opportunities available through school. This can be discussed with Senior Learning Mentor and SENDCO

Communication with parents/carers:

It is expected that parents/carers will notify school of an absence on the same day.

In all instances of absence where we have not been contacted by parents/carers or no reason has been provided for absence, the school will contact parents/carers on the first day of a child's absence, by telephone, in the first instance. This will be followed up by a home visit if no contact can be established. The Learning Mentors/admin will check the registers for any target children/families.

In cases of attendance concerns, there will be liaison and enquiries by the school's Learning Mentor. In cases of persistent unauthorised absence, the Head teacher will be informed and may contact parents by telephone, e-mail or by letter. If involvement of the Attendance Strategy Team is required, parents will be informed by letter from the Head teacher.

The school will provide parents/carers with a full summary of their child's attendance sent with their annual report.

Communication with staff:

Staff are encouraged to express concerns directly to the Learning Mentor at any time. Where there are identified attendance/lateness issues, the Learning Mentor will liaise with class teachers and take action as appropriate.

Rights, Roles and Responsibilities

The key persons involved with attendance at Farsley Farfield are the Head teacher, the Learning Mentors and admin support.

The Learning Mentors and admin will

- monitor attendance throughout school,
- liaise with teachers throughout school,
- contact parents/carers as necessary,
- meet with the Head teacher as required

Procedures and Recording.

Stages, processes and staffing involved in registration:

The class teacher will take the register each morning and afternoon, using ScholarPack on classroom PCs. The number in class will be displayed on a whiteboard at the front of the classroom. This should be updated as required by children arriving late or leaving early.

The school opening times are:

Nursery – 08:45am and 12:30pm

Reception and Key Stage 1 – 08:45am and 12:45pm

Key Stage 2 – 08:40am and 13:00pm

The registers **must** be taken and saved by:

Reception and Key Stage 1 – 08:55am and 12:55pm

Key Stage 2 – 08:50am and 13:10pm

The register will officially close five minutes after these times (8:55am Juniors and 9:00am Infants). Any child that has to enter through Reception whilst the registers are open will be marked as late by admin (L). If a pupil arrives after the register has officially closed, they must report to reception to receive their attendance mark. Administrators will enter the mark accordingly (some children may be late due to authorised circumstances. If the circumstance is not authorised, admin will mark the child as 'U').

Late marks must be updated by admin before the daily absence report is run at 9:30am. Marks for children coming into school after this time should be edited as the child enters school; if required a comment explaining the reason for the lateness and the minutes late will also be recorded.

In extreme circumstances, following liaison with parents/carers, if a child's attendance still causes concern, the school will contact the Attendance Improvement Officer. The Head teacher or Learning Mentors will coordinate any intervention. This will either be at supervision meetings or as a direct referral as required. The Learning Mentors will complete a Guidance and Support Referral Form.

When a child has been absent from school, if the school does not receive notification of the reason either by telephone, e-mail or letter, the school will contact parents directly.

If a child has been absent from school for a prolonged time due to medical reasons, the Learning Mentor will contact parents/carers to formulate a plan to re-integrate a child back into school. This may necessitate the Learning Mentor taking work to the home prior to the child's return and/or liaise with the class teachers to ensure online work is assigned. The Learning Mentor may work with the Inclusion Team and class teachers to make reasonable, risk assessed changes to provision to facilitate a return to school e.g. laptop facilities for a broken arm or changes to playtime arrangements.

Monitoring and Evaluation

This takes place in the form of supervision meetings.

Attendance advice will be given to governors at least 3 times per year in both the Head's report to governors and in Pupil Support Sub-Committee meetings.

Persistent absentees information and looked after children attendance data is given to the Data Management Team half-termly by email from admin.

An Early Help Assessment may be appropriate in the case of persistent absence and active involvement from the AIO would be expected in these circumstances.

Children attaining less than 90% attendance will be monitored and actioned as necessary by the Learning Mentor and admin.

Individual attendance registration certificates are produced with annual reports to parents.

This policy will be reviewed every 3 years.

Date: June 22