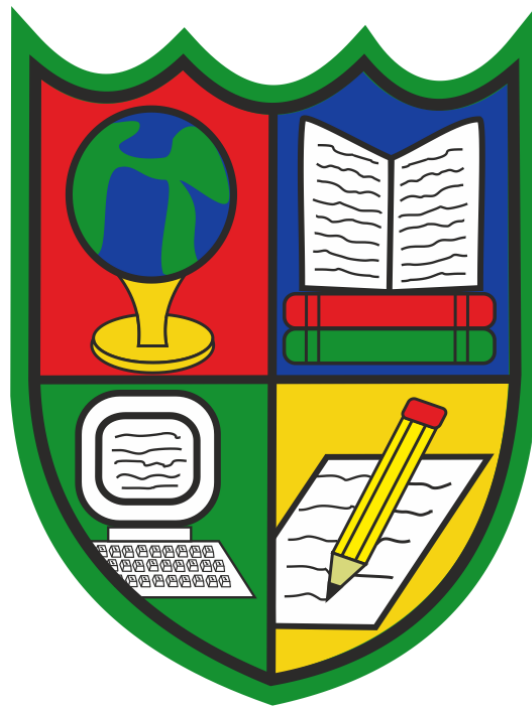


Highfield Primary School



Attendance Policy

Ratified: June 2021

Reviewed Annually

1 Introduction

At Highfield School we believe that children can only learn effectively if they attend school regularly. It is important too that they arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

Highfield is a happy school with a strong pastoral tradition. Staff enjoy good relationships with pupils and parents. They are committed to promoting pupil welfare in a safe, secure learning environment.

At Highfield we emphasise the importance of regular attendance so that children learn effectively and don't miss vital steps in their learning.

2 Home - School Communication

Parents are clearly informed about the school's commitment to encouraging regular attendance and punctuality. Information is provided in the school brochure and through regular newsletters. School documentation highlights the importance of good attendance levels, and the requirement to notify school of absences.

Holidays in term time are only permitted in exceptional circumstances, with a letter or meeting with the headteacher to explain why the circumstances are exceptional. In ALL other cases holidays during term time will not be authorized. (see Appendices 1, 2, 4, 5)

2.1 Pre-school induction meetings

We hold a pre-school induction meeting in June each year for parents of children who will be entering the Reception classes in September. The importance of regular attendance is explained. We request that children arrive on time so that they get the best possible start to the day. Parents are asked to inform us of any worries that they or their children may have about school. If the children are unhappy, they may not want to come to school. We do not want an unhappy situation to be unresolved.

2.2 New admissions during the school year

Sometimes, children transfer to Highfield mid-year. All new families are asked to make an appointment with the Head Teacher who will explain the importance of good attendance and home - school communication.

2.3 Reporting absences

If a child is unable to come to school due to sickness, it is imperative that their parents/carers phone the school office on the **first day of absence**, before 9.30 am if possible. **If by the third day, the child is still unwell, parents must telephone again with an update.** If the child is absent on a Friday and again on the following Monday, parents must provide another update on Monday morning. If telephone messages are received in the office, the attendance officer will be informed. She follows up all absences and ensures that there is an appropriate register symbol for every absence.

2.4 Medical absences

All medical appointments should be made outside of school hours. In exceptional circumstances, if parents have to make an appointment during school time, they must provide an appointment card or hospital correspondence as evidence. Failure to do so will result in the absence being marked as unauthorised.

3 Unauthorised absences and concerns

If a child is regularly late for school or is showing a pattern of poor attendance, the attendance officer will inform the Head Teacher of her concerns. The attendance officer will contact the parents and will involve the EIT if appropriate. A meeting between the parents, Headteacher/Deputy Headteacher and attendance officer will take place if necessary.

3.1 Child Protection

The Head Teacher or Deputy Head Teacher must be informed immediately if a 'registered' pupil is absent from school, even if the reason for absence has been provided. (See Safeguarding Policy). They will then decide whether it is appropriate to inform Social Services. An attendance register is kept for our vulnerable children.

3.2 Family Welfare Issues

On rare occasions, parents have difficulty in persuading their children to attend school. The family may be experiencing problems and we would want to provide support. In such cases, our Learning Mentor will work with the family to resolve difficulties. In the unusual event that school is unable to see an improvement, there will be a referral to the EIT.

3.3 EBD Pupils

In extreme cases when EBD issues affect attendance, it may be necessary to complete an Early Help Form to access support from the Early Intervention Team or Behaviour Support. The Head Teacher will make this decision, in consultation with the SENCO and Attendance Officer.

4 Truancy

All staff at Highfield are concerned about children's regular attendance, and the importance of continuity in the child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a reason to believe that a child might be truanting, then action will be taken straight away.

Individual class teachers know their children well. If truancy is suspected, the Head Teacher will be informed. He will contact the parents to check if the child should be in school. The Head Teacher and parents together will decide how to proceed. If the truancy is linked to absconson, the Police will be informed immediately.

Linked Documentation :

Safeguarding Policy

Behaviour Policy

Anti - Bullying Policy

School Brochure

Appendices:

Appendix 1

Attendance Monitoring Letter

Date:

Dear

RE:

As a part of the monitoring procedure for attendance of all children whose attendance is currently below 90%, I am writing to make you aware that attendance is currently%. We recognise that this is due to illness within the last two terms. **This is just for your information.**

Please ensure that all absences are reported to school on the morning either by telephone or calling into reception.

If you require any further information or support from school, please do not hesitate to contact either myself or Mrs Wakes on the above number.

Yours sincerely,

Mr D Glyn-Jones
Head Teacher

Appendix 2

Punctuality Reminder Letter

Date:

Dear,

As a part of our monitoring of attendance and punctuality, in conjunction with the Early Intervention Team, this half term we are addressing our children who have been have arrived or been collected late on more than three occasions this half term. As you can see from our records, has arrived late on 9 occasions and been collected late on 4 occasions.

Highfield Punctuality Record Spring Term 2

Name	Class	26 th Feb – 2 nd Mar		5 th – 9 th Mar		12 th – 16 th Mar		19 th – 23 rd Mar		26 th - 29 th Mar	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
		28 th 9.45am 29 th 9am 2 nd 9.20am	2 nd 3.28pm			12 th 9.05am 15 th 9.05am 16 th 9am	12 th 3.25pm 15 th 3.28pm	20 th 9.05am		28 th 9.05am 29 th 9.15am	
		28 th 9.45am 29 th 9am 2 nd 9.20am	2 nd 3.28pm			12 th 9.05am 15 th 9.05am 16 th 9am	12 th 3.25pm 15 th 3.28pm	20 th 9.05am		28 th 9.05am 29 th 9.15am	

This time in the morning is important for the children in lining up with their class, settling into school, registration and there are intervention groups that the children would benefit from.

Please can you come into school to discuss this matter.

Thank you for your co-operation,

Mrs Sheridan Wakes
Attendance Officer



Highfield Definitions of Attendance and Punctuality

Excellent:	98-100%
Good:	95-97.9%
Needs to improve:	90-94.9%
Cause for concern:	Below 90%

The school aims for all pupil attendance and punctuality to be good or better.

If a child's attendance falls below 95% requests for holidays will be denied.

Please note that when no reason for absence is provided the system automatically generates an unauthorised absence that is recorded as N

Appendix 4

Refusal Of A Holiday Request

Date:

Dear

REQUEST FOR HOLIDAYS IN TERM TIME

With reference to your recent request for additional holidays in term time for

Your request for authorisation of absence for a holiday during term-time has been carefully considered, but it has not been possible to authorise. I do not accept that the circumstances of your request are exceptional, therefore under Educational Law I am unable to authorise any absences for the period in question.

If you would like further information about this decision please do not hesitate to contact me.

Yours sincerely

Mr D Glyn-Jones
Head Teacher

Appendix 5

Penalty Notice Warning Letter

Date:

Dear

RE:

I have recently checked through the attendance and punctuality records for the last term, of every pupil in this school.

I am writing to inform you that has had more than eight unauthorised absences and/or unauthorised lates recorded against his/her name during the term. This level of absence/punctuality is not acceptable and must be improved.

NB. If a child arrives in school after the attendance register has closed this is classed as unauthorised absence.

I must warn you that must have no further unauthorised absences from school. If there is no improvement in attendance /punctuality record this matter will be reported to the Local Authority (LA), with a request that you are served with a Penalty Notice.

A Penalty Notice will require each parent to pay a penalty of £60 within **21 days** or £120 after that. If you fail to pay the penalty within **28 days** the Local Authority will prosecute in the Magistrates' Court where you could face a maximum fine of £1,000 per parent. The enclosed leaflet from the LA gives you more details about Penalty Notices.

If you wish to discuss this matter please contact **Mrs Wakes** on the above number.

Yours sincerely,

Mr D. Glyn-Jones
Head Teacher