



## Attendance and Punctuality Policy

### Aim

As a school we acknowledge the importance of attendance and punctuality and are committed to ensure that we encourage, monitor and maintain a high percentage of pupil attendance.

Some of our pupils have complex health issues and / or special educational needs which can affect their attendance and punctuality. In addition the majority of our pupils are transported in specialist transport and as such, punctuality is predominantly dependent on the efficiency of this service.

We aim to work collaboratively with the Local Authority school transport department and the parents / carers of our pupils in order to achieve high levels of attendance and punctuality.

### Responsibilities

#### Headteacher

The Headteacher is responsible for the implementation of the policy and relevant procedures, reporting on a termly basis to the Governing Body.

The Head monitors the attendance of all pupils and where appropriate rewards good attendance and instigates procedures to deal with poor attendance and punctuality.

The Headteacher will make the final decision on whether an absence is to be authorised or not, based on individual circumstances.

The Headteacher (or another designated member of the Senior Leadership Team) will liaise regularly with the Education Welfare Officer (EWO)

#### Parents

- Before a pupil is accepted on to the school roll, parents / carers are informed of the importance of high attendance and given information about the school's procedures for rewarding good attendance and action that will be taken for poor attendance
- They are requested to notify the school immediately if their child is unable to attend. This may be by telephone, letter or via the bus / taxi escort.
- In line with government directives, children should not be taken out of school during school time for a family holiday unless there are **very exceptional** circumstances. Parents should request such leave in writing to the Head.
- Parents should ensure that their child is in school unless there is a genuine reason otherwise.

#### Classroom Staff

Staff within the classrooms are responsible for the completion of the electronic attendance registers at the commencement of each morning and afternoon session. They are responsible for marking whether pupils are 'Present' or 'Absent'.

If any notes / letters are received about a pupil's absence staff should complete the 'Pupil Absence' section of the Behaviourwatch system, and the note should be then be given to the office for filing.

They are also responsible for telephoning parents / carers on the first day of absence if no explanation for this has been received. Once a reason for absence has been received the staff should complete the 'Pupil Absence' section of the Behaviourwatch system.

Class teachers and support staff regularly discuss the importance of regular attendance with their class group. This is usually done during the Friday morning Record of Achievement sessions and group meetings. Classroom staff can reward improved individual attendance using the Friday merit / special certificates etc.

#### Administration Staff

The school office has an answer phone option on its main telephone line on which parents / carers can leave a message about their child's absence.

The administration team have the following responsibilities, reporting any issues or concerns immediately to the Head for action:

- Check the answerphone for messages
- Check the electronic registers daily
- Monitor absence and check return dates
- Check the circumstances of any absence with class staff, if a reason has not already been given
- Input absences using specific codes (appendix 1)
- Update records on SIMS
- Liaise with the Headteacher and Child Protection Coordinator as necessary
- Refer any pupils with an absence before or after a holiday break to the Headteacher
- Update guidance for staff regarding completion of registers
- Provide statistics for Head teacher and Governors
- Input statistics for the yearly census returns.
- Complete L.A. returns half termly for pupils with a long term absence.
- Inform S.L.T. immediately of the non-attendance of targeted pupils
- Inform S.L.T. if any pupils are absent for more than 5 days

#### Child Protection Coordinator

The Child Protection Coordinator is responsible for monitoring the attendance of any pupils who are subject to a CAF, a Child Protection Plan or for who there are other welfare concerns.

#### Looked After Children (LAC) Coordinator

The LAC Coordinator is responsible for reporting the attendance of all Looked After pupils which is monitored carefully by the ILAC Social Care Team.

#### **Rewarding Pupil Attendance**

Whole school attendance is highlighted at the end of each week in the Friday school assembly. Individual class attendance for that week is announced and an "Attendance Cup" is awarded to the class with the highest attendance. One pupil's name is drawn out in a "lucky dip" and if the named pupil has 100% attendance that week they will receive a personal reward.

The week's attendance will be clearly displayed and will be coloured coded to show the pupils how well the school has achieved that week using the following codes,

Green	>95% (earns a whole school reward e.g. extra lunchtime disco)
Yellow	93 – 94%
Orange	90 – 92%
Red	< 90%

Individual termly attendance is celebrated at the end of the term, for the previous term. Certificates and bonus reward stamps are given to those pupils who achieved:

Attendance Level	Certificate	Reward Stamps
100%	Gold	20
95-99%	Silver	15
90-94%	Bronze	10
<90% but improved from previous term	Improved	5

Classroom staff can also reward improved individual attendance using the Friday merit / special certificates etc. when appropriate.

### **Pupils with Poor Attendance**

When a pupil's attendance becomes a concern the Headteacher will ensure the following actions are instigated,

- If a pupil's attendance falls to below 90% over a term without extenuating circumstances (e.g. hospitalisation), SLT and the EWO will liaise and decide whether a letter should be sent to the parents raising their concerns. See Appendix 2 for EWO referral form.
- If a pupil's attendance falls to below 85% over a term, without extenuating circumstances, they will be part of a target group and will be monitored by SLT and the EWO closely
- The member of staff assisting with the morning bus reception will be responsible for highlighting the absence of any of this target group immediately to SLT.
- If there are a number of unauthorised absences the EWO will make a home visit to offer the family appropriate advice and support
- For some identified targeted pupils, the EWO will be contacted as soon as a concern arises and the EWO will make a home visit

### **Target Setting**

Targets are agreed by the Governing Body when the School Development Plan is published for the following academic year. The Head teacher will report on a termly basis to the Governors.

### **Monitoring and Evaluation**

The Governors monitor the policy which is reviewed on an annual basis. They also monitor the school's overall authorised and unauthorised absence figures.

Individual attendance figures are published on pupils' Annual Review documentation. As part of our drive to improve attendance across the school we work closely with our Education Welfare Officer to monitor individual pupils' attendance. At the end of each term attendance figures are reviewed and any pupil's attendance which is below 90% is automatically raised as an issue. Letters from school and / or the EWO are sent to families as appropriate. See appendix 3

Lateness is recorded on the SIMS data system which is shared with parents and carers as and when required.

### **Long Term Absences**

Returns are sent in to the Local Authority on a half termly basis reporting any long term absences, along with what action is being taken to resolve this and any alternative provision that is in place.

### **Pupils on Roll but Educated Elsewhere**

In some situations, pupils on roll at Northcott may be receiving their education elsewhere, whether on a short or long term basis. In these circumstances the administration staff will check the pupils' attendance on a weekly basis.

At times there may be pupils who have dual registration or are on an assessment place and therefore on another school's roll. In such circumstances the administration staff will liaise with the other school regarding attendance on a weekly basis.

Some pupils may attend off-site provision on some days. In these circumstances the school administration staff will telephone the provider to attendance for each session.

### **Pupils Leaving the School**

When any pupil of school age leaves Northcott the Headteacher will ensure that the receiving school (if known) is contacted to confirm that the pupil has been registered on their roll. In the event that any pupil leaves Northcott and we do not know which school they are going to register with, the Head teacher has the duty of care and responsibility to inform the Children and Young Peoples Services of the family's movements. In addition to other stakeholders, e.g. School Effectiveness Officer, Senior EWO, who will liaise with the Head teacher in updating their "*Children Missing from Education*" database. For further guidance and specific details, refer to the Children and Young People's Services protocol document (November 2009)

### **Children Missing in Education.**

Reviewed September 2015

## Appendix 1

Code	Description	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educational off site (NOT Dual reg)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances/illness	Authorised Absence	Out for whole session
D	Dual Registration (attending other estab)	Attendance not required	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended Family Holiday (agreed)	Authorised Absence	Out for whole session
G	Family Holiday (No agreed or days in excess)	Unauthorised Absence	Out for whole session
H	Annual Family Holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before reg closed)	Present	Late for session
M	Medical / Dental - appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised abs (not covered by other code)	Unauthorised Absence	Out for whole session
P	Approved Sporting Activity	Approved Educational Activity	Out for whole session
R	Religious Observance	Authorised Absence	Out for whole session
S	Study Leave	Authorised Absence	Out for whole session
T	Traveller Absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational Visit	Approved Educational Activity	Out for whole session
W	Work Experience	Approved Educational Activity	Out for whole session
#	School Closed to pupils & staff	Attendance not required	Out for whole session
Y	Enforced Closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No Mark	No mark for session
@	Do not use	Unauthorised Absence	Late for session

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**EDUCATION WELFARE SERVICE**

SCHOOL \_\_\_\_\_

TEL \_\_\_\_\_

FAX \_\_\_\_\_

**Education Welfare Service**  
2<sup>nd</sup> Floor  
Treasury Building  
Guildhall Road  
Kingston upon Hull  
HU1 2AB

Tel: 613244

Fax: 613235

**PUPILS DETAILS**

SURNAME \_\_\_\_\_ FORENAME \_\_\_\_\_

ALSO KNOWN AS/PREVIOUS NAMES \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ CLASS/TUTOR GROUP \_\_\_\_\_

PARENT/CARER 1 \_\_\_\_\_ PARENT/CARER 2 \_\_\_\_\_

ADDRESS 1 \_\_\_\_\_ ADDRESS 2 \_\_\_\_\_

Post code \_\_\_\_\_ Post code \_\_\_\_\_

TEL: (H) \_\_\_\_\_ TEL: (H) \_\_\_\_\_

TEL (W) \_\_\_\_\_ TEL (W) \_\_\_\_\_

**NAME OF PERSON COMPLETING REFERRAL AND CONTACT DETAILS**

## Current Family & Home Situation

(e.g. family structure, who the child lives with, household members, siblings, significant other family members/adults etc . .)

Surname/previous names & contact details if not living with the child/young person	Forename/s	Date of Birth	Relationship to child/young person	Do they have parental responsibility?	Employment/ school/ nursery

**4. ANY OTHER FAMILY ISSUES RELEVANT TO REFERRAL i.e. any health issues affecting family/households members**

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**5. OTHER AGENCIES INVOLVED (Please state involvement, contact name and telephone number)**

Social Services LAC

School Health/Nurse Housing

SEN CAF

TOP 700 Admissions

Police/ Probation Service/ YOT Other (Please detail)

ASBO Team

**Referrer** \_\_\_\_\_ **Date of Referral** \_\_\_\_\_

**PLEASE ATTACH AN ATTENDANCE PRINTOUT WITH THIS FORM AND ALL DOCUMENTATION IN RESPECT OF SCHOOL ATTENDANCE ENFORCEMENT PROCEDURE**





## School Attendance Monitoring

Regular attendance at school is extremely important so that your child can keep up with their work and make progress.

**Please remember:** Every year there are only 190 school days. That means there are 175 days left for shopping, birthday treats and trips, non-urgent medical and dental appointments and holidays!

**If your child is ill** please telephone the school as soon as possible to inform us. If we do not hear from you before the end of the registration period we will endeavour to call you.



**If your child has a medical appointment** please let school know as soon as possible and send in a copy of the appointment letter / card. Pupils should not normally need to take a whole day's absence for such an appointment.

**The government has changed the legislation around pupils taking holidays during school time.** The headteacher is now only able to grant such leave in **very exceptional** circumstances.

### **Reviewing Attendance**

As part of our drive to improve attendance across the school we work closely with our Education Welfare Officer to monitor individual pupils' attendance. At the end of each term attendance figures are reviewed and any pupil's attendance which is below 90% is automatically raised as an issue.

### **Your Child's Attendance**

Your child's attendance last term was,

Spring Term 2015	83.33%
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We realise that you recognise the importance of good attendance and that medical reasons may have contributed to your child's absences, but we wanted to let you know that this is a concern and is being monitored.

If there is anything we can do to help or support you in raising your child's attendance, please do not hesitate to get in touch with us.