

Plover Primary School

ATTENDANCE POLICY



A guide for parents!

In order to achieve the school's overall aim of raising standards it is essential that children attend school regularly and are punctual.

To help ensure optimum attendance the Home School Agreement with parental agreement states that school should provide a safe, caring and well-ordered environment;

Home should ensure that the child arrives at school every day on time, appropriately dressed and equipped;

Children should arrive on time with the right clothing and equipment for the day at school.

Register Procedures for Plover Primary School

School uses an electronic registration system – SIMS

The electronic format has the ability to generate a wide range of data which can be used for assessment and analysis purposes.

Children are registered twice a day, at 8.50am and 1.00pm in FS and KS1, and 8.50am and 1.15pm in KS2. Children arriving after registration closes at 9.00am will be marked as late (L).

Children arriving after 9.30am will be marked with a U (unauthorised absence)

All absences should be reported to the school as soon as possible. Registers can then be marked with the appropriate code.

The register is marked in black pen and the code letters in pencil.

Please follow the guidelines about which marks to use.

If the child present - / \ ;

If the child arrives between 8.50am and 9.00am – mark as present but note reason for lateness.

Should this become a persistent issue report this to Lynda Barras and/or Andrew Wright, Deputy Head.

If the child is not present and reason is known by the teacher – code letter from guideline list and comment underneath (NO CIRCLE);

If the child is not present by 9.00am – leave blank;

If the child is not present and no reason known – leave blank so office can do first day absence calls from 9.20am when the register is officially closed;

If the child arrives between 9.00am and 9.30am – the office will mark the child as late;

If the child arrives after 9.30am – the office will mark the child as an unauthorised absence;

We have to put letters and not circles as the office has 3 weeks to check on absence reasons and we have been creating unauthorised absences immediately by putting in circles.

These register procedures are school policy and must be adhered to.

Authorised Absence (C)

An Authorised Absence is given for exceptional circumstances such as family emergency, wedding or bereavement.

Every effort should be made to contact school on the first day of absence.

If no message has been received school will contact the household by text or telephone for every single day of a child's absence.

If no reasonable reason is tendered for any absence the register will be marked as unauthorised.

Unauthorised Absence (O)

If a child returns to school and no reasonable explanation has been received for an absence i.e. phone call, letter, message from an adult or older brother or sister, then a pro-forma will be sent home requesting an explanation for the absence.

School monitors closely all absences, authorised and unauthorised and in more serious cases of regular absence the school may involve the Education Welfare Officer.

Holidays During Term Time

It is now the policy of the school not to authorise any holiday taken during term time, unless there are exceptional circumstances.

Exceptional circumstances are as follows:

- Where it is company/organisational policy for an employee to take leave at a specific time in the year and there is no opportunity for a family holiday in school holidays. This must be evidenced by production of the policy document of the organisation.
- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided.

Where there are other factors which the head teacher may consider to be exceptional circumstances Local Authority advice may also be sought. The above circumstances are taken from the LA Guidance Document concerning Holiday during Term Time.

Rewards

Children achieving full attendance over a term will receive a bronze/silver or gold attendance badge rewarding their attendance.

Children who achieve 100% attendance over the academic year will go on an all expenses paid school visit.

The class with the best attendance over a week will get one shop credit per pupil and the weekly trophy.

If a class achieves 100% over a week each pupil will receive two credits.

The class with the best attendance over a half term will receive £50 to spend as a class and the class shield.

If a class achieves 95% and over across a half term the class will receive 5 credits per pupil.

Support for Parents

The Home/School Agreement emphasises the importance of good attendance.

The introduction of a regular item on school newsletters drawing attention to the school's attendance figures against the National Average.

Attendance is used as an item for discussion at parents' evenings relating to individual pupil attendance. If parents are concerned about their child's attendance, they need to contact the school office who will arrange a meeting as appropriate.

A booklet advising parents about the benefits of good attendance and punctuality is included in the school induction pack so that new parents and pupils awareness is raised.