

## **Havelock Schools Attendance Policy**

**Havelock Schools; unlocking the door to lifelong learning - a place where everyone is inspired to reach their full potential**

### **Mission and Aims**

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community

### **The importance of school attendance**

- Education provides a means of advancement for all young people to improve their life chances.
- Regular school attendance is a legal requirement for those registered at a school. Without it the efforts of the best teachers and schools will come to nothing.
- Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them.
- Irregular attendance undermines that educational process and leads to educational disadvantage. It places children at risk and in some cases it can result in pupils being drawn into patterns of anti-social or criminal behaviour.

**Remember** – it is the responsibility of parents/carers to ensure their children receive appropriate education at school or otherwise. If your child is ill or unable to attend their education provision for some reason you should **always** contact the provider on the first day of absence.

**Remember** - whilst parents/carers can give explanations for absence, it is down to individual education providers to authorise reasons given for absence.

## **EXPECTATIONS**

### **We expect that all pupils will:**

- attend school regularly. Our target overall is 96%
- attend school punctually
- attend school appropriately prepared for the day

### **We expect that all parents/carers/persons who have day to day responsibility for the children will:**

- encourage-enable regular school attendance and be aware of their legal responsibilities
- ensure that the child/children in their care arrive at school punctually prepared for the school day
- ensure that they contact the school whenever the child/children is unable to attend school
- contact the school on the first day of the child's absence
- Keep their child at home for 48 hours after a sickness bug
- Contact the school promptly whenever a problem occurs that may keep the child away from school

### **We expect that our school staff will:**

- keep regular and accurate records of attendance for all pupils, twice daily

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- monitor every pupil's attendance
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- follow up all unexplained absences to obtain notes authorising the absence
- contact those families whose child's attendance has dropped below 90% on a termly basis
- encourage good attendance
- provide a welcoming atmosphere for children, provide a safe learning environment; provide a sympathetic response to any pupil's concerns
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance
- refer irregular or unjustified patterns of attendance to the Head Teacher or Deputy Head Teacher.

## **Fixed Term Penalties**

From 1st September 2013, the new law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave eg religious observance or a wedding. Headteachers would not be expected to class any term time holiday as exceptional. Parents can be fined by the local authority for taking their child on holiday during term time without the consent of the school who have the power to prosecute and fine £60 to each parent for each child e.g. A two-parent family with two children could be fined £240 if they have more than 10 sessions ie 5 days (a school day is two sessions morning & afternoon) of unauthorised absence in a 6 school week period.

## **ENCOURAGING ATTENDANCE**

Havelock Schools encourage regular attendance in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child or parents' concerns about the school or other pupils
- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill
- by keeping parents informed of absence statistics
- by celebrating good and improved attendance. At HIS the class with the highest attendance percentage is celebrated during Friday's assembly each week and 5 minutes extra Golden time is awarded in Yr 1 and 5 mins extra playtime in Yr R. At HJS 100% attendance certificates are awarded.
- by monitoring pupils attendance and informing parents/carers in writing of irregular attendance, or when their child's attendance drops below 90%.
- arranging meetings with parents/carers if necessary and referring the family to the Parent Support Advisor and CH Education Welfare Solutions if the irregular attendance continues.

## **RESPONDING TO NON-ATTENDANCE**

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, for all irregular attendees, if no note or telephone call is received from the parent/care the school will contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If by the end of the second day, there has still been no contact made the school will send a letter of concern to the parent/carer or invite them into the school to discuss their concerns. The school will tell parents that if the absence persists that a referral will be made to CH Education Welfare Solutions.

## **CHANGING SCHOOLS**

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It is important that if families decide to send the child/children in their care to a different school that they inform our school staff as soon as possible. A pupil **will not be removed from our school roll** until the following information has been received and investigated:

- The date the pupil will be leaving our school and starting the next
- The address of the new school
- The new home address, if it is known
- Verbal or email confirmation is received from the new school to confirm admission.

The pupil's school records will then be sent on to the new school as soon as possible.

In the event that the school has not been informed of the above information, the family will be referred to the Educational Entitlement Service.

## **SCHOOL ORGANISATION**

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times.

Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

## **RESPONSIBILITIES**

### **The Executive Head Teacher, Deputy Head Teachers and Governors**

- Adopt and review the Attendance Policy
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided
- Initiate a scheme for contacting parents of irregular attendees
- Consult and liaise closely with the CH Education Welfare Solutions on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay
- Institute an attendance award scheme with assemblies, certificates and rewards
- Monitor and evaluate attendance with the Pastoral and Attendance Manager (PAM), CH Education Welfare Solutions
- Havelock School's Executive Head Teacher has the discretion to authorise, or not absence in line with this Attendance Policy.
- Follow DFE criteria for reporting to the Education Entitlement Team for all those pupils who's attendance is a cause for concern.

### **Class teachers**

- To complete registers accurately and punctually at least twice daily
- To complete registers by 9.05am and send pupils to put in the register box/office.
- To note/record pupils who go home for lunch and record return.

### **Office staff**

- To collect box of registers by 9.15am
- To record all reasons for absences in the register
- To follow up any unexplained non-attendance by text/phone
- To mark 'lates' as unauthorised (U) after **the registers are closed at 9.30am**
- To inform the Head Teacher/Deputy Head Teacher/PAM of attendance concerns
- Afternoon registration completed by 1.10pm, office staff to review by 1.20pm

The policy was agreed by Staff and Governor in October 2016 and will be reviewed in accordance with the review timetable.