



## HEYBROOK PRIMARY ATTENDANCE AND PUNCTUALITY POLICY

### INTRODUCTION

Regular attendance at nursery and school is essential for sustained progress in all our children's education. It is expected that all children will have an attendance record of at least 96%.

This policy sets out procedures for staff and guidance for working with parents and children to ensure that we have a clear and consistent approach to dealing with lateness and absences.

### ROLES AND RESPONSIBILITIES

**PARENTS:** It is the legal responsibility of parents (and others with parental responsibility even if they live apart) to ensure that their children attend school every day. Where parents have separated (not living together) or divorced regular attendance is still the responsibility of both parents and they both have a right to be informed of any problems in school.

**PUPILS:** Pupils have a role in developing an understanding of the need to attend school and for what reasons they may occasionally not be able to come to school. With adult guidance, they need to develop the self-discipline of good attendance. This is re-enforced in the attendance section of our Assertive Mentoring pupil interviews.

**SCHOOL:** It is the school's responsibility to ensure good attendance – the school and its governors expect to have an attendance average of at least 96%

**Pastoral Manager:** The schools pastoral manager has responsibility for ensuring that parents and children who are falling below expected levels of attendance are supported in ensuring an improvement.

**EDUCATION WELFARE SERVICE:** The service supports the schools' effort on behalf of the L.A. and where necessary enforces the law. The EWO works in close contact with the Pastoral Manager.

**GOVERNORS:** The overall responsibility for attendance and absence issues lies with the Governing Body of the school who delegate the day-to-day elements of this to the Headteacher.

### MONITORING ATTENDANCE – HEYBROOK PROCEDURES

Heybrook has an electronic registration system (SIMS) and operates a first day response using its own multi-lingual staff.

#### **Class Teachers**

Mark the registers each morning at the beginning of each morning and afternoon session.

#### **Administration Staff**

The registers are passed on to the administration staff.

#### **First Day Response**

Texts or phone calls are made to all absent children's households each morning (unless prior notice has been given of absence). The reason for each absence is recorded on SIMS.



### **Pastoral Manager**

The Pastoral Manager looks at patterns of attendance to ensure that poor attendance is challenged and improvements made. The Pastoral Manager uses information from SIMS to highlight poor attendance patterns and support parents in bringing about improvements. Home Visits are made where necessary.

The Pastoral Manager is responsible for producing termly attendance reports and rewards individual children and classes for good attendance through certificates and prizes.

### **EXTENDED VISITS POLICY**

It is also the responsibility of the Pastoral Manager to administer the schools extended visits policy. It is the school's policy, in line with government guidance that leave in term time **will not be authorised** unless it is exceptional circumstances. 'Exceptional circumstances' can be described as rare, significant, unavoidable and short and proven that the leave/absences could not reasonably be scheduled at another time. Unauthorised leave for 10 sessions (5 school days) or more will qualify for a fine. No warning will be issued from the Local Authority. The Education Welfare Service will be reinstating the issue of fines for holidays in term time from 19<sup>th</sup> June 2017.

### **EDUCATION WELFARE OFFICER**

The EWO meets on a regular basis with the Pastoral Manager and deputy head to agree Education Welfare time allocation and an action plan for the coming year. The EWO will use the plan to support the school. The Pastoral Manager works closely with the EWO.

### **LATENESS**

Lateness is monitored by the Pastoral Manager and staff at the school office each morning. Parents and children are made aware of the difficulties relating to lateness and improvement sought.