

# IVY LANE SCHOOL



## PUPIL ATTENDANCE, PUNCTUALITY & ABSENCE POLICY (IVY/POL058)

Review date	Date agreed	Next review
Dec 2007	Feb 2008	
Jan 2009	Jan 2009	Term 3 09/10
Jan 2011	Feb 2011	Term 3 12/13
Jan 2013	Feb 2013	Term 3 14/15
July 2015	July 2015	Term 1 17/18
Sept 2017	Oct 2017	Term1 18/19

## IVY LANE SCHOOL PUPIL ATTENDANCE, PUNCTUALITY & ABSENCE POLICY

### Rationale

Ivy Lane values the contribution high pupil attendance makes to 'Learning for Life' by:

- contributing to pupils' enjoyment of school
- promoting progress and achievement in learning for all pupils
- enabling children to maintain friendships and develop socially
- allowing children to develop a positive pattern of attendance and punctuality

At all times the school will aim to support higher attendance through collaborative work involving: parents and carers, children, the Pastoral Manager, Senior Leadership Team, and the Education Welfare Officer (EWO).

*'It takes families and schools, working together, to educate children properly.'*

DfE May 2012

### Purpose

Ivy Lane School aims to ensure effective procedures are in place to encourage high attendance by:

- valuing high attendance
- having effective systems for monitoring attendance
- promoting the legal requirements for attendance to parents and carers
- promoting early intervention when pupil absence gives cause for concern
- providing additional support for pupils and parents when low attendance patterns become evident

### Broad Guidelines

1. It is the **parent(s) legal duty** to ensure that children attend school regularly and punctually. All absences will be classified as authorised (e.g. illness & bereavement) or unauthorised (holidays, shopping trips etc.)
2. It is **parents'** responsibility to inform the school (preferably in advance by phone or e-mail) of their child's absence if it is at short notice (e.g.: illness or family crisis)
3. For planned absence (e.g. holidays or hospital appointments) **parents** are required to use the school's absence form (see Absence Policy IVY/POL/039)
4. It is the **Head Teacher's** decision how to record the reason for any absence
5. **Pupils** who arrive after 8.40am will be recorded as late
6. If **pupils** arrive after 9.10am this will be recorded as an unauthorised absence for the morning session
7. If, after 10 days, no valid explanation for absence has been provided by the **parent**, any absence is automatically changed to unauthorised – whatever the circumstances
8. Ivy Lane will promote high attendance by:
  - a) Valuing high attendance & improved attendance patterns
  - b) Awarding certificates of Bronze, Silver or Gold for individual high attendance & offering rewards for high class attendance
  - c) Informing parents about attendance rates: for individual children, as well as by class, year group & whole school levels
  - d) Governors will monitor attendance regularly with the Head Teacher

- e) Contacting parents or carers if a child is absent and the school has not been informed by 9.10am

9. The Head Teacher & Pastoral Manager will regularly monitor attendance. Children with attendance below 95% will lead to school action (additional actions if below 90%)

#### 10.SCHOOL ACTIONS\*

- a) Absence patterns that cause concern (frequency or patterns of absence)
- b) *Attendance below 95%* (from Term 2 onwards): Letter to parents (by post)
- c) *Attendance below 90%*: Letter (by post) & meetings with parents to set targets to improve attendance
- d) Targets not met or longer term issues:
  - i. Request for proof of illness if frequent absence is recorded as illness
  - ii. Visit from the School Nurse to discuss frequent illness (or referral to a doctor for a medical)
  - iii. Involvement of the Pastoral Manager
  - iv. Referral to the EWO
  - v. Parental Sanctions: fines & parent contracts
  - vi. Referral of parent(s) to relevant agencies for child neglect (long term issues)
- e) *10 or more sessions of unauthorised absence*: Referral to EWO & possible fine (£120 per parent per child)

11. Attendance below 90% is considered by the DfE to be 'persistent absenteeism'\*. Persistent failure to send a child to school can be a clear sign of child neglect

(\*this does not apply to families where a child has low attendance due to long term medical issues)

12.The Local Governing Body to set annual attendance targets (to be monitored):

*Target for academic year 2017/18 is:  
absence below 3% (to include both authorised and unauthorised)*

#### **Conclusion**

It is the responsibility of all staff to liaise with parents, each other & other professionals to promote high attendance for the benefit of all children at Ivy Lane School.

This policy should be read in conjunction with:

Absence Policy (Cluster) (IVY/POL/039a)

Absence Letter & Absence Form 17/18

Penalty Notices for Holidays Taken in Term Time - Information for Parents and Carers (October 2017)

Written by: Chris Cannings

Date: January 2013

Reviewed Sept 2017- Bryony Tottle & Chris Cannings

Agreed by governors: July 2015

Signed (Chair of Governors):

Date: October 2017