

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

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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 & Admin Officer will regularly monitor attendance. Children with attendance below 95% will lead to school action (additional actions if below 90%)

10.SCHOOL ACTIONS*

- a) *Attendance below 95% (from Term 2 onwards):* Letter to parents (by post)
- b) *Attendance below 90%:* Letter (by post) & meetings with parents to set targets to improve attendance
- c) 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)
- d) *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 Governing body to set annual attendance targets (to be monitored):

*Target for academic year 2016/17 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 15/16

Penalty Notices for Holidays Taken in Term Time - Information for Parents and Carers (September 2013)

Written by: Chris Cannings

Date: January 2013

Reviewed June 2015- Bryony Tottle & Steve Rafferty

Agreed by governors: July 2015

Signed (Chair of Governors):

Date: