

Attendance Policy

South Ossett Infants' Academy

December 2017

ATTENDANCE POLICY

INTRODUCTION

Regular school attendance is very important; without it then the best efforts of parents, carers, teachers and the school will not enable a child to reach their full school potential. This is true for children with part-time as well as full time places.

At South Ossett Infants' we aim to encourage and assist all pupils to be in school every day on time, to foster with our parents their role in their children's education, working together to establish high levels of attendance and punctuality.

We understand that children can experience illness and do not expect children to attend if they are too unwell. Children can attend with coughs and colds but if children are too unwell to learn they should not be in school. After vomiting or diarrhoea children must not be returned to school until well and until at least 48 hours after the last episode. Where frequent ill-health is an issue, parents or carers should arrange a meeting with the headteacher or SenCo.

Children who are well enough to attend school should be in school.

Rights and Responsibilities

SCHOOL

- We expect pupils to attend school regularly and to arrive on time in readiness to learn.
- We will encourage good attendance and investigate all absenteeism.
- School staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.
- We will work closely with parents should attendance/punctuality give cause for concern.

PUPILS

- Pupils will attend regularly and on time.
- Pupils will work hard in school and do their best.
- Pupils will be listened to and respected.

PARENTS

- Parents are responsible for ensuring their child's regular and punctual attendance.
- Parents are responsible for informing the school at once of the reason for any absence (by letter, phone call or by personal visit).
- Parents can expect the Academy to keep them informed of their child's progress.

REGISTRATION (Including Lateness)

We use electronic registering systems with the aid of the Integris G2 System.

The Register is a legal document. It is important that the following guidelines are adhered to;

1. The register must be marked at the beginning of each morning and each afternoon session.
2. Use “present” mark a.m. (/) p.m. (\).
3. If a child is absent, reason unknown, the teacher will denote this with an N.
4. Late arrival during registration time is denoted with an L.
5. At the end of registration if the child has still not arrived see 3 above.
For other attendance codes see appendix 1
6. If a pupil needs to leave school during the day, after registered, the parent must sign the child out in the book in the main office or in Foundation Stage unit. Similarly, if and when the child returns that same day, the parent must sign them in. These procedures are essential for fire drills, emergency evacuation of the building etc.

LATENESS

- The children may come into school from 8.45am.
- The registers will be called by 9.05am. (If Integris is not responding, Class Teacher will record on a paper class list and this will be sent to the office or numbers and absentees reported by phone call from FS)
- Registers are checked in the office immediately after closure.
- If staff are sure that a child is absent they should mark the child absent with a N.
- The office staff will pursue the reason for the N coding and amend once relevant information has been found.

LOWER FOUNDATION STAGE

The Foundation Stage Teacher completes a register on Integris for part time morning and afternoon sessions. Children are added to the register throughout the year as new children are taken in each term.

The same symbols are used as for the full time registers.

If a child has not attended on that day in Foundation Stage the same procedure for Full time children applies.

ALL PUPILS

We monitor the patterns of absence and lateness data, evaluations are made and any patterns of non-attendance are noted.

We ask parents to inform us by telephone on the first day of absence if their child is ill or otherwise unable to attend. Letters regarding absence are kept in the office. Telephone calls are recorded on a gold slip and also stored.

If a child is absent from school and we have had no message, we contact the home by telephone on the first day of absence, by 9.30 am, or by email if phone contact is not possible.

If a child is absent from school for three days and we have been unable to make contact with home and no explanation has been received, the Headteacher, or Senior Teacher in the

Headteacher's absence, will call at the family home. A letter is also sent to the parents. If this fails to bring a response the EWO will be contacted.

Where knowledge in school suggests this may be a safeguarding issue, appropriate advice would be sought.

HOLIDAYS

Parents are reminded throughout the year, and in a letter from the Governing Body sent with the holiday timetable, to only book family holidays during official school holidays.

Parents do not have the right to take their child out of school for holidays and are advised to apply to the Academy for permission in advance of any such holiday, which will be granted only in "exceptional circumstances", which must be clearly identified to the headteacher. Parents will be advised of authorised leave of absence by letter or email. The Headteacher and the Admin officer will monitor this closely as to how many days have been requested. Requesting holiday leave of absence should be done in writing at least a month prior to departure. If a child does not return to school after an agreed period, they will be marked as having unauthorised absence.

We request that parents do not take children out of school during September as for all children this is an important time to be in school, establishing a sense of well-being and belonging within their new class. Nor should there be any absence for holiday during May for Year Two and for Year One during May and June for the Phonics checks.

Appendix 1

Attendance Codes	
Code	Description
-	Attendance not required
#	Planned whole or partial school closure
*	Not yet marked
/	Present
B	Educated off site (not dual reg.)
C	Other authorised circumstances
D	Dual registration (attend elsewhere)
E	Excluded (no alternative provision)
G	Family holiday (NOT agreed)
H	Family holiday (agreed)
I	Illness (not medical or dental)
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
T	Traveller absence
V	Educational visit or trip
X	Non-compulsory school age absence
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on roll