



Parkside Community Primary School

Head teacher: Julie Muncey  
Chair of Governors: David Smith

# Attendance Policy

Last reviewed: September 2015 Amended February 2016

Date of next review: September 2018

Signed:

Date: May 2016

# Attendance Policy

Approval by Governors: Nov 12  
September 2015

## Introduction

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards. An effective School Attendance Policy promotes regular school attendance, punctuality and contributes to learning and achievement.

## The Aims of Parkside School Attendance Policy are to:

- Set out requirements and expectations for school attendance
- Improve the quality of school life
- Create a culture in which good attendance and punctuality is valued
- Be consistent in implementation, both in terms of rewards and sanctions
- Value the individual and be socially and educationally inclusive

## The Benefits of Parkside School's Attendance Policy

are as follows:

- Clear guidance to staff, pupils and parents ensures that everyone involved in school attendance is aware of the procedures
- Clear procedures contribute to the smooth running of the school
- Shows that the school cares that pupils attend
- Supports improved learning and achievement
- Improved attendance enables pupils to gain maximum benefit from their education, including improvement in social skills
- Updated policy is available when OfSTED inspects

## Statement of Intent

At Parkside School, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. Such is the importance we place on this, that the school have appointed an attendance officer with the sole aim of ensuring children come to school regularly and on time.

Good attendance helps the children in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality, leading to even higher standards of attainment.

Parkside School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

Parkside School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them.

## Target Setting

- Despite there no longer being a statutory requirement to set attendance targets, this school still sets targets for attendance. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school.

## Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

### The expectations for school include:

- Parkside School will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- Parkside School will follow up all instances of poor attendance and punctuality

### The expectations of parents include:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Parents will inform school on the first day of absence, of the reason for their child's absence from school
- Parents will maintain regular communication with school staff where necessary
- If requesting absence, parents are required to complete the leave of absence form
- Parents will ensure that school are informed of any changes of contact details

### The expectations of pupils include:

- All pupils are expected to attend school and all of their lessons regularly and punctually
- Pupils must remember to hand in any note or letter giving reasons for absence to their class teacher unless their parents have already contacted the school

## Doors Open

- Breakfast Club opens at 8.00am.
- Classroom doors open at 8.45 am
- Registration takes place at 8.55 am
- Children arriving after the last name is called are deemed to be "late"
- Pupils should not arrive at school before 8.30 am unless attending the schools Breakfast Club

## Registration

- Registers are called at 8.55 am and 1.00pm. Registers close when the last name is called. Registers are marked consistently by staff according to LA/DfE expectations. Guidance is included in all attendance registers. An electronic copy is made by administration staff
- Any pupil arriving after closure of the register will be marked late for the whole of the session

## Lateness

- Any pupil arriving after 8.55am should report to the school office.
- A record of lateness is recorded in the 'late' book by the adult bringing the child to school.

### Following up Lateness

- Parents whose children are regularly late for school, will be contacted by our attendance officer who will work with the parent(s) to bring about an improvement in punctuality (see appendices).

## **Absences**

- Notification must be provided for all absences from school
- Absences are authorised, or not, by designated staff within the school
- School may decide not to authorise absence, even when a reason is provided
  - Headteacher may authorise absences where grounds provided are considered exceptional, supporting evidence may be requested before a final decision is made.

### **Leaving and returning to School during School Day**

- When pupils leave or return to school during the school day, office staff must be notified

### **Following up Absence**

- Parkside School follows up all absences from school (see appendices).
- Parents will be contacted by text or telephone by the school as soon as possible, and usually by 10.00am, on the first day of an absence.

### **Term Time Holidays**

- Parkside School does not authorise term time holidays.

### **Penalty Notices**

- At Parkside School we expect parents to work with us to address attendance problems. If a pupil has more than 15 sessions (7 ½ days) unauthorised absence over two terms (including unauthorised holidays) the head teacher may ask the LEA to issue a Penalty Notice in accordance with current regulations. If the penalty is not paid within 28 days the LEA will prosecute the parents for their child's irregular attendance.

## **Rewards**

- Parkside School rewards good attendance weekly, termly and annually on both an individual and a class basis.

## **Working with the Attendance Improvement Officer (AIO)**

- Parkside School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school
- The Headteacher/Attendance Co-ordinator meets the AIO on an agreed schedule
- Parkside School works with individual pupils and their parents to improve poor attendance
- When attendance does not improve sufficiently, and after discussion with the AIO the school may make a formal referral to Children, Schools and Families

## **Publication of Information**

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis
- Parkside School shares information on individual pupils' attendance with parents, pupils and staff and this data is included with the annual report.

**A summary of this policy is included in the School Brochure and Information for New Parents.**

### **Links to other policies**

- Teaching and Learning
- Behaviour Management

