

Summerfields

PRIMARY SCHOOL



Attendance Policy

Reviewed: September 2018

Next Review: September 2019

Signed:

A handwritten signature in blue ink, appearing to read 'Allman'.

SUMMERFIELDS PRIMARY SCHOOL **ATTENDANCE POLICY**

RATIONALE

At Summerfields Primary School each pupil is important to, and valued by us, we have a commitment to providing the best possible education for each pupil and that cannot be achieved if attendance is poor.

Summerfields Primary School expects the highest attendance from all students at all times. Absences from school leads to lost learning and affects academic achievement. Summerfields Primary School supports pupils and their families to ensure that excellent attendance is achieved.

Therefore, we expect that every child will attend every day.

RIGHTS AND RESPONSIBILITIES FOR ATTENDANCE

The Legal Framework for attendance:

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

There are legal obligations on:

- The parents to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register.
- The school to register attendance and notify the Local Authority of prolonged absence and unauthorised absence from school.
- The Local Authority to provide education and the school to enforce attendance.

Parents are expected to:

- Ensure their children attend school and arrive on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment for lessons.
- Not arrange medical and dental appointments in school time whenever possible and when needed provide appointment card/letter to support these absences.
- Telephone to inform the school every day of absence for their child.
- Provide a written explanation of absence, including dates of absences as soon as their child returns to school and if required provide supporting medical evidence.
- Provide supporting medical evidence for all absences of 5 days or more.

- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

The Local Authority, through the Education Welfare and Inclusion Service is expected to:

- Negotiate with the school attendance targets.
- Support the school in improving attendance, through whole school initiatives and individual student's interventions.
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.
- Uphold and enforce the law in respect of attendance and unauthorised absence.

Referral to the Education Welfare and Inclusion Service

- Unexplained absences
- All pupils who fail to attend regularly
- Any absence where the school experiences difficulty in determining whether or not the absence is authorised or unauthorised
- Repeated lateness
- Repeated early removal from school

Referral to the Education Welfare and Inclusion Service could result in the issuing of a Truancy Penalty Notice.

RESPONSIBILITY AND MONITORING:

- The Head Teacher and Governors are responsible for monitoring the policy.
- To promote effective partnerships with the Education Welfare and Inclusion Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Signed:

Date:

Review Date:

GUIDELINES

Reporting a student absent

Parents must contact the school each of absence. Please leave a message on the school's absence line by calling 01983 525085 or by emailing office@summerfields.iow.sch.uk by 9.15am each day that your child is absent stating your child's name, class and reason for absence. If you choose to send an email this will negate the need for completing an absence form on your child's return to school.

When a pupil returns to school after a period of illness, the parent/carer is required to complete an absence form within two days of their child's return. If no form is received, a second absence form will be sent to the parent/carer on the third day after the child returns to school and if not returned within a further two days, the absence will be recorded as "unauthorised".

Examples of Reasonable Illnesses

- Mumps
- Chicken Pox
- Whooping Cough
- Measles and German Measles
- Diarrhoea and or vomiting
- Impetigo
- Flu or high temperature
- Scarlet fever

Illnesses which do not require time off from school

- Headache - pain relief to be given at home then child sent into school
- Head Lice - to be treated at home then child sent to school, no time off required
- Conjunctivitis - to be treated then sent to school, no time off required
- Sore throat/mild cough - pain relief should be given then child sent to school
- **ONLY** exceptional circumstances and unavoidable medical appointments will be authorised.
- **PLEASE be aware that if a student is absent from school for 5 medical evidence will need to be provide (eg prescription, evidence of medication, signed GP medical absence form)**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best discussed between the school, the parents/carers and the child. If your child is reluctant to attend, please do not cover up their absence or give in to pressure to excuse them from attending.

This gives the impression that attendance does not matter and may make things worse. Contact school immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with school work, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem and remove any barriers to good attendance.

Holiday during term time

Summerfields Primary School does not grant authorised absence during term time unless there are exceptional circumstances. However we understand there will be family circumstances and emergency cases which require exception and the school and its governors have sympathy and understanding when these arise. It is our clear understanding that it is in our remit to serve the education of your children to the best of our ability. To do this, we need them to be in school. Please be aware that the Education Welfare and Inclusion Service will be made aware of unauthorised absence. Parents/Carers that remove their children from school during term time may face truancy penalty notices.

Lateness

Lateness is defined as arrival in school after 8.45am. Children who arrive between 8.45am and 9.00am will have a "late" mark placed on the register. The registers will then be closed at 9.00am. Therefore arrival after this time is recorded as an absence. The minutes late will also be noted and placed on record. Late children must be signed in by an adult at reception, with an explanation for their lateness; these reasons will be monitored by the school.