



Attendance Policy



Attendance Policy 2014

Statement of intent:

The school aims to work together with parents to ensure that all children at Hopping Hill attend both regularly and punctually.

Parents' responsibilities:

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, e-mail, letter or in person– subsequent absences must be explained by the parent. Verbal messages from children, e.g. siblings, will not be accepted. (See *Appendix 1 – first day contact guidelines*).
- Parents may not authorise their child's absence – only the school can do this, on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason, the school will record such absences as unauthorised. In some cases, this may be retrospective and authorisation may be withdrawn should circumstances arise leading the school to decide that the reason given was not truthful. If this occurs, this will be discussed with the parent.
- Parents should ensure that their child arrives on time for the start of Registration, 8:45am. Children arriving after 8:55 a.m. should report to the front office and the parent should sign the Late Book. (In the case of older unaccompanied children, the child should follow this procedure).
- Holidays during school term time will not be authorised in line with DFE guidelines 2013

Should attendance fall below 85% parents will be required to sign a Parental Contract, attendance will be monitored for a further 8 weeks. If attendance is not above 90% during this period a referral to Education Entitlement Officer will be made

School responsibilities:

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress and personal wellbeing.
- Registers will be taken twice daily, 8:45am, 1:00 in Reception, Years 1 and 2 and 1:15pm in years 3,4,5 and 6.). Registers will close at 8:55am and 1.10 and 1:25 respectively. . Any child arriving after the close of the registration period will be recorded as "late" for that session
- Teachers will complete registers on SIMS
- Should a class teacher have any concerns about a child's attendance and



punctuality, the Headteacher must be informed.

- Should a child be absent, the class teacher will enter the appropriate code in the register. Should no explanation have been received, the class teacher will inform staff in the office, who will endeavour to make contact with the parent.
- All absence notes from parents should be dated and returned to the office with the register, where they will be stored. Only notes regarding absences where there are concerns need be brought to the attention of the Headteacher, who may then choose to speak to the parents.
- The Headteacher will regularly collect attendance data and use this during meetings with the Attendance Officer and Learning Mentor. These meetings will agree on attendance thresholds and targets and will identify tasks and follow-up actions for both the school and the Attendance Officer. Other agencies, such as Social Care, Education Entitlement may also be involved.
- If a child's attendance falls below 85% over an 8 week period Hopping Hill Primary School follow agreed guidance set out by Northampton County Council, Education Entitlement Officers
- Hopping Hill Primary School will employ a number of strategies to promote regular attendance, including: publishing clear attendance information in the school's prospectus; appropriate personal encouragement for particular children; weekly prizes; weekly class certificates; the publication of attendance data in newsletters; termly and annual certificates and prizes.

Persistent absentees:

Persistent absentees are defined as children whose attendance is below 85% and where unsatisfactory reasons are given for absence. However, the procedures outlined below may apply to children whose attendance is above 85% but where there are concerns about deteriorating attendance or where patterns are emerging, e.g. regular absences on particular days or persistent lateness.

All of the above policy applies to persistent absentees, with the following additions:

- Children's names are recorded in the absence file in the front office. All class teachers are aware who these children are.
- Any messages received regarding absence of these children are recorded in this file.
- If no message is received, either the office staff or Headteacher must be informed and must attempt to contact the parent at the earliest opportunity.
- If a child's attendance falls below 85% over an 8 week period Hopping Hill Primary School follow agreed guidance set out by Northampton County Council, Education Entitlement Officers



Appendix 1 – First Day Contact Guidelines

First day contact is a widely used practice in schools and has been shown to improve attendance rates. The correct procedure at Hopping Hill is as follows:

1. As soon as the registers are completed on SIMS, staff check absentees against messages received.
2. For persistent absentees, see the relevant section above. For other pupils for whom no message has been received, staff will attempt to make contact with the parent at the earliest opportunity.
3. When contact is made, the parent will be asked for the reason for absence. In the event that no proper reason is supplied, the parent will be informed that the absence will not be authorised.
4. In the case of minor ailments, the parent will be encouraged to send the child in with an assurance that school will keep a close eye on him/her. *(NB – if there has been a spate of certain symptoms in the school or community, such minor illnesses may be treated as a valid reason for absence).*
5. Where no contact is made, a message should be left asking the parent to contact the school. Where it is impossible to leave a message, a note should be sent.
6. Reasons for absence are then added to the register.

Appendix 2 – requesting leave of absence in special circumstances

Regular school attendance is essential if children are to maximise their educational opportunities. Interruptions in school attendance disrupt continuity of learning and have a negative impact on attainment.

It is the school's responsibility to provide the best education possible. We can only do this if child/ren attend regularly. There is a direct correlation between achievement and attendance, well before GCSE.

The Government's guidance states that only under **special circumstances** may the Headteacher consider giving permission for a child to be absent from school for a maximum of 10 days in any one school year.

In line with national and local guidance the school would like to outline clearly when permission will **not** be granted:-

During transition time as a pupil is settling into the school. Before or during Year 6 SATs or important revision periods leading up to these. If the pupil has attendance **below 95 %**.

If the pupil already has unauthorised absences.

From January 2013, the school will not authorise requests for term-time holidays even when the above criteria do not apply.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices for failure to ensure regular school attendance.



Parents or carers who take their children on holiday in term time without school's permission or are late returning from an extended holiday, may receive a Penalty Notice fine of £60 per parent per child, which must be paid within 28 days.