



Attendance
Policy
September 2019

Godfrey Ermen Primary School believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Godfrey Ermen Primary School will work alongside parents, local community and the Education Welfare Service and other relevant agencies to ensure that every child receives their full entitlement.

Maintaining a high profile for attendance and punctuality

Godfrey Ermen Primary School aims to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at parents' evenings and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Rewarding good attendance by rewards such as certificates during Celebration Assemblies and annual prize giving for 100% attendance with the exception of medical appointments from the local Rotary Club
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance with the support of the Education Welfare Officer
- Consideration to be given to the completion of an Early Help Assessment

Roles and Responsibilities

Of the school ...

- To ensure the strategies of the school attendance policy are adhered to by all staff.
- To inform parents when school attendance or punctuality becomes a cause for concern.
- To adhere to the Prevent Duty, the Family Liaison Officer is obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism.
- The Family Liaison Officer is also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation).
- After 3 days of unexplained absence, the Family Liaison Officer will either:
 - Visit the family home
 - Contact the Education Welfare Officer
 - Inform Children's Services
 - Request a welfare check by the police

Of the pupils ...

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers.

Of the parents/carers...

- Parents/carers must:
 - read and sign the Home School Agreement
 - ensure that their children achieve a minimum attendance figure over 95%.
 - ensure that their children arrive at school promptly – 8.45am
 - contact school before 9.30am to report their child's absence
 - ensure that non-emergency medical appointments, i.e dental check ups, are made outside of school hours.
 - If your child must attend an appointment during school they will be expected to be in school before and after the appointment.
 - ensure a leave of absence during term time is requested in writing to the Head teacher. Parents should fully complete the request form stating the following:
 - First date of absence
 - Date of return to school
 - Number of days
 - Destination
 - Parent/Carer signature and date
 - Contact details, if different to those held in school
 - Any exceptional circumstances
 - **family holidays should be taken out of term time.**
 - keep school up to date with
 - Home, work and mobile contact numbers
 - home addresses
 - e-mail addresses
 - two additional contacts for emergency purposes, including phone numbers and home addresses
 - any additional information school needs to be aware of

Of the Local Education Authority...

- The Local Authority will provide consultation and support with school for those children with attendance below 95%. This could include:
 - advice on penalty notices
 - attendance panel meetings
 - fast track to prosecution
 - condoned truancy initiatives which includes unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality

Procedures – Who does what and when?

- Registration via SIMS is the responsibility of the class teacher/teaching assistant in the teacher's absence and involves each pupil arriving at school before 8.50am.
- Any child arriving after 9.20am will receive a U code which is an unauthorised absence. Parents are expected to give reason for late arrival.
- The Family Liaison Officer sends a text at 9.30am each morning to those parents whose children are absent. If no response is received this will automatically be recorded as an unauthorised absence.
- The Family Liaison Officer, will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the problem continues a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Family Liaison Officer.
- Problems relating to a pupil's attendance will be addressed by the Family Liaison Officer approaching the parents informally in the first instance but will be discussed with the Education Welfare Officer at their regular consultation meetings.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters and the colour coded letters that are sent out at the end of every term.

Attendance and Punctuality

- Godfrey Ermen Primary School values good attendance and punctuality. In order that every child has the opportunity to reach his/her potential regular school attendance is a necessity. The Head Teacher will decide if absence is authorised/unauthorised in accordance with our policy.
- Parents who bring their children to school late will be expected to wait with their child in the reception area until 9.05am. If a child is late past 9.05am then a parent will be expected to wait with their child until 9.20am. This will limit disruption to lessons when children arrive late into class.
- For religious observance there will be a maximum of 1 day allowed for each religious festival and 2 days in total in any school year unless there are extenuating circumstances. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.
- For morris dancing championships 1 day a year will be authorised as long as the parental request is supported by a letter from the morris dancing trainer on official headed paper (this does not include siblings).
- School will not authorise more than one session (1/2 day) for the treatment of head lice
- From 1st September 2013 amendments to The **Education (Pupil Registration) (England) Regulations 2006** remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers **may not grant** any leave of absence during term time unless there are exceptional circumstances.
- School absences will not be authorised on the day before a school holiday and the day of return, this includes bank holidays, unless there are exceptional circumstances.
- All applications for exceptional leave should be submitted to the head teacher in writing, clearly outlining why the request is considered exceptional. Any supporting

evidence, such as medical certificates, death certificates, doctor's notes etc. must also be copied and included.

- Penalty Notices will be issued to parents/carers taking their children out of school in term time (10 sessions/5 days) and they will receive a fine of £120 per child per parent/carer but reduced to £60 if paid within 21 days. Any parents/carers not paying the fine will be taken to court for the offence of not sending their child to school.
- Any unauthorised absences will be automatically reported to the Education Welfare Officer and a Penalty Warning Notice will be issued.
- Medical evidence is requested for illness of 5 consecutive days or more otherwise the absence will be recorded as unauthorised.
- Incentives/Rewards: Certificates, weekly attendance awards, half termly rewards for children with 100% attendance and punctuality and 100% attendance prize at the end of the year awarded by the Rotary Club.

Monitoring and Evaluation

- Godfrey Ermen Primary School will evaluate the effectiveness of its strategies by:
 - weekly monitoring of attendance through SIMS
 - regular consultation with the Education Welfare Officer
 - the opening and closing of referrals to the Education Welfare Service
 - planning and evaluating initiatives
 - annual review of this policy
- Reporting to CME (Children Missing Education)
We have a legal obligation to report to the Local Authority any child as missing from education, for example, child not attended school due to moving out of the authority and school not been given a new home address, and school if possible.
- Cluster schools
We at Godfrey Ermen Primary School work together with our cluster of schools in Eccles to have a joined up approach to school attendance. This cluster of schools adopts the same Attendance Policy and procedures, for example authorisation of morris dancing competitions.

What absence percentages means in terms of pupils days.		
Attendance	ABS	Number of school days EACH PUPIL is absent
<u>100%</u>	<u>0%</u>	<u>0 days</u>
<u>99%</u>	<u>1%</u>	<u>1.95 days</u>
<u>98%</u>	<u>2%</u>	<u>3.9 days</u>
<u>97%</u>	<u>3%</u>	<u>5.85 days</u>
<u>96%</u>	<u>4%</u>	<u>7.8 days</u>
<u>95%</u>	<u>5%</u>	<u>9.75 days</u>
<u>94%</u>	<u>6%</u>	<u>11.7 days</u>
<u>93%</u>	<u>7%</u>	<u>13.65 days</u>
<u>92%</u>	<u>8%</u>	<u>15.6 days</u>
<u>91%</u>	<u>9%</u>	<u>17.55 days</u>
<u>90%</u>	<u>10%</u>	<u>19.5 days</u>
Think!		
An absence rate of 5% means that each pupil in the school is off for almost 2 weeks.		

Chair of Governors:

Date:

Head teacher:

Date:

Minute Reference:

Date to be reviewed.....