

2019/20 Attendance Policy

Rose Hill Primary School



Date agreed and ratified by Governing Body: September 11th 2019
Next review date: September 2020

Rose Hill Primary School

Whole School Attendance Policy

Our vision for our school is that, by working in partnership with parents and the community, we will provide an outstanding education for the children of Rose Hill. We hope that they will grow into adults who are well-educated in the fullest sense; thoughtful, confident in themselves, and enthusiastic to continue learning all their lives. We want them to know that they are valued for themselves as individuals and as members of society.

Introduction

Rose Hill Primary School is committed to providing a full and inclusive education to all children and embraces the concept of equal opportunities for all.

We will strive to provide an environment where all children feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.

Every opportunity will be used to convey to children and their parents/carers the importance of regular and punctual attendance including, for example, assemblies, the school's website, school displays and dialogue with parents and carers.

Rose Hill Primary School's attendance is subject to various education laws and our school's attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE).

Rose Hill Primary School will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Parent/Carers

Communicating an absence

First day absence:

- If your child **has** to miss school, contact the absence line, ParentMail or come into the office on the first morning of the absence so we are aware of the problem. Please ensure that this information is given by the parent/carer and nobody else.
 - Continue to ring in everyday so we know where your child is for their whole absence.
 - If the school has not heard from parent/carer why a child is absent, a telephone call will be made by the attendance team (using the contact numbers provided by the child's parent/carer).
 - If no contact is made, the school may try to make contact using 'next of kin' telephone numbers and this will be recorded on our system.
 - If a child is not in school and there has been no contact from parent/carer (i.e. no message left or school unable to contact them) a home visit may be undertaken (two members of staff will attend the visit). If no one is home, a standard letter is posted
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through the door stating the date and time of the visit and asking parent/carer to make contact with the school.

- If a visit is made and there are still concerns, we will follow our safeguarding procedures.

3-5 day absence

The same procedures are followed as with first day absence. All contact numbers (next of kin) on Integris will be tried. At this time, it is likely that we will contact Children's Services for advice regarding how to proceed.

10 day absence

Any pupil who is absent **without an explanation** for 10 consecutive days will be referred to Oxfordshire County Council, Attendance and Engagement Team. ***[This is a legal requirement]***. The school will include details of the action they have taken.

Exceptional Leave

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parent/carer to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday.

- Parent/carer should not expect the school to agree a family holiday during term time. An appointment should be made with the headteacher to discuss this further.
- It is widely known that children who attend school regularly are more likely to do well in the future.
- Early poor attendance habits follow through into secondary school, further education and employment.
- If you take your child on a 2 week holiday during term time, they will have 50 hours of missed work to catch up on.

Medical Appointments

When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible. Medical/dental appointments must be accompanied by an appointment card or other written confirmation.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the

day. Late arriving pupils also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

- A record is kept of children arriving late and a late code will be entered into the registers.
- Morning registration will take place at the start of school at **8:40 am**. **Afternoon registration is at 12:45 pm (EYFS), 1:00 pm (KS1) and 1:15 pm (KS2).**

Rose Hill Primary School's response to Persistent Absence

If we're concerned about levels of attendance:

- We will make contact by phone/letter/home visit.
- If attendance doesn't improve over an agreed time frame, a parent contract can be set up.
- A recommendation of the Parent Contract may be to initiate an Early Help Assessment to identify what support is needed
- If attendance continues to be a concern, a referral to the Local Authority Attendance and Engagement Team will be made.
- In cases of persistent absenteeism, the School reserves the right to ask the Attendance and Engagement Team to either issue a Penalty Notice Warning which could result in a fine or further legal action through the courts.

Attendance Awards

The school will use the following system to celebrate the attendance of individual children and classes whereby their attendance is good or improving:

- Children who have achieved 100% attendance per term will receive a certificate in celebration assembly.
- The class with the best attendance over a term, will be taken on a trip to the cinema.
- Children who achieve 100% attendance over the year will receive a certificate, reward and along with their parents/carers, will be invited to an attendance party.
- Each week the class with the highest attendance and most improved attendance receives the school bears for this achievement.

For further information regarding the Local Authority's guidelines on attendance in school, please visit:

<http://schools.oxfordshire.gov.uk/cms/content/county-attendance-team>
