



STANBRIDGE LOWER SCHOOL

Attendance Policy

Reviewed September 2018

1. INTRODUCTION/RATIONALE

1.1 Stanbridge Lower School is committed to maximizing attendance for all pupils to enable them to benefit fully from their education.

1.2 We recognize that children need good attendance in order to reach their age related expectations for each year group reaching the expected or exceeding levels within the national curriculum.

1.3 We believe that regular attendance is vital for effective learning. The greater a pupil's attendance, the more they learn. We aim for all children to have a 98%+ attendance rate across the school year. If it falls below this, attendance will be monitored and parents invited to meet the Head Teacher to discuss how attendance can be improved. Penalty notices will be issued to parents who fail to maintain their child's attendance at school.

1.4 Stanbridge Lower School will give high priority to ensuring that all parents and pupils are aware of the importance of regular and punctual attendance.

2. AIMS AND PURPOSES

2.1 Stanbridge will work towards ensuring that all pupils feel supported and valued. The school staff will use positive attitudes towards those pupils returning from travelling or an absence.

2.2 All staff should have a clear understanding of school policy and parents need to be aware of the high priority the school places on good attendance.

2.3 Holidays in term time are not authorised. Exceptional circumstances may be granted by the Head Teacher.

3. REGISTRATION

3.1 Registers will be completed accurately at the beginning of the morning and afternoon.

3.2 Staff will be made aware of the registration process and receive support and guidance, when necessary on registration procedures and the education law.

3.3 Registers will be marked in red and blue/black in accordance with the symbols in the front of the class register.

3.4 The registers will be marked at 9am and 1.15pm. The registers will be closed at 9.15am and 1.25pm. Any children arriving at school after these times will be marked as late. All children arriving at school after 9am should report to the office. Those arriving after the registers have closed will be recorded in the school's Late Book. The registers will be amended to record a pupil's late arrival. The school expects the parent to accompany late children into the building to register their attendance in school.

4. CONTROL OF ABSENCES

4.1 Parents will be encouraged to contact the school early on the first morning of absence.

4.2 All late absences will be recorded in the late book and monitored by the Head Teacher and the Family Liaison Officer at regular intervals to coincide with attendance meetings with the Educational Welfare Officer (EWO) and Access and Attendance Officer for CBC Access and Inclusion Department. All staff will assist with this process each day and bring to the Head Teacher's or Family Liaison Officer's attention any persistent late attendees or missing children.

4.3 If a child has been absent from school for 2 days and no notification of the reasons why have been given, this must be reported to the Head Teacher or Family Liaison Officer immediately who will liaise with the relevant agency/authority.

4.4 The Head Teacher and the Family Liaison Officer will hold attendance meetings every two weeks to track absenteeism and ensure that no child's attendance falls below the acceptable level of 98%. See Appendix 1 for Attendance Requirements, Early Interventions and Referrals. This is also posted on our school website for parents to refer to.

4.5 Penalty Notices will be issued to parents where attendance falls below the acceptable level.

4.6 Parents will be invited to attend Attendance Meetings with the Head Teacher, Family Liaison Officer and the EWO to discuss attendance issues and plan how to improve attendance at school.

4.7 Children's attendance will be referred to the Educational Welfare Officer if no improvements are made and this could lead to legal proceedings being taken against both parents who fail to ensure their children attend school.

4.8 The Family Liaison Officer will, at the induction meeting for new Traveller children joining Stanbridge, discuss the Travelling Protocol with families. This will highlight the governments requirement that absences will only be authorised when the family are travelling for reasons associated with their employment. Families will be advised about the minimum attendance requirement of 100 days and urged to admit their children into school whilst travelling. All children who fail to reach their 100 days attendance will be referred to the EWO and or Head Teacher.

4.9 A Dual Registration Card will be issued to mobile Traveller families to give them the correct information about our school when they are travelling. This will help both them and us stay in contact with our families and ensure attendance at schools can be tracked better.

4.10 Newsletters will be used to actively dissuade holidays in term time and to urge parents to ensure their children are attending in line with school policy.

4.12 Attendance Certificates will be given at the end of each term to reward 100% attendances.

5. REMOVAL FROM ROLE - OUTSIDE TRANSFER POINTS

5.1 We will notify the local authority when we want to remove a pupil's name from the school admission register (not at normal transition points) and wait for advice from the LA before doing so. This will ensure children are kept safe and registered as a missing child if their whereabouts cannot be ascertained. See list below

- Pupil stops attending Stanbridge when it is named in a School Attendance Order
- Pupil stops attending one school while registered at two schools
- Pupil has not returned within 10 days after the expiry of a period of authorized absences and we do not have reasonable grounds to believe that the pupil is unable to attend school by reason of sickness or any unavoidable cause; and we and the LA have failed after jointly making reasonable enquiries to ascertain where the pupil is.

- Pupil has been absent from school for 20 continuous days without authorization and we do not have reasonable grounds to believe the pupil is unable to attend school by reason of sickness or any unavoidable cause; and we and the LA have failed, after jointly making reasonable enquiries to ascertain where the pupil is.
- Pupil has died
- Pupil stops attending other types of school
- Pupil who has been attending nursery doesn't continue to primary
- Pupil leaves boarding school, fees unpaid.

5.2 When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

5.3 We recognize we must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register.

5.4 Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. The Family Liaison Officer will complete a Notification of Removal from School Roll form each time they remove a pupil. This is a legal requirement.

5.5 Gypsy, Romany and Traveller Families: In the event that Traveller children fail to attend school, the Family Liaison Officer will contact Access and Inclusion

- Carol Townsend
- Kelly Eggar

Who will ascertain if the families are on site and try to gather further information about the whereabouts of the family and child. If the whereabouts of the child cannot be confirmed then normal procedures in this policy will be followed.

5.6 The FLO will monitor attendance of Traveller children and refer absences of 10 days+ to the Access and Inclusion department who will visit the family to talk about attendance. If the family are absent from the site and they have all moved on Access and Inclusion will advise the FLO to do a CME form and if the family have not returned in 20 days they will advise whether to remove them from roll or not. Stanbridge will work very closely with the Access and Inclusion department at Central Bedfordshire Council.

5.7 Children of Gypsy, Roma and Traveller (GRT) families - We recognise that many children from these families can become disengaged from education, particularly during the secondary school phase. We will therefore inform the local authority when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education.

6. NEWLY REGISTERED CHILDREN - OUTSIDE TRANSFER POINTS

6.1 When a child is newly registered outside of normal transfer points, we will..

- Inform the LA within five days
- Include the pupils address and previous school (where we can reasonable obtain this information).

- We will complete the spreadsheet found on the Central Bedfordshire Schools website and return the form to the Performance Team via Anycomms

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7. CHILDREN MISSING EDUCATION

7.1 We recognize children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

7.2 We will enter pupils on the admission register at the beginning of the first day on which we have agreed, or been notified, that the pupil will attend the school.

7.3 If a pupil fails to attend on the agreed or notified date, we will undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. The Family Liaison Officer at Stanbridge will complete this and in her absence the school office.

7.4 The Family Liaison Officer (FLO) will monitor pupils' attendance through the daily register. The FLO will track and monitor attendance on a daily/weekly basis dependent on the needs of the family and child. The FLO will notify the LA if a child misses 10 or more school days without prior permission or notification, and or fails to return to school after an expiry of authorized absence.

8. HOME EDUCATION

8.1 Where a parent notifies us in writing that they are home educating, we will delete the child's name from the admission register and inform the local authority.

8.2 Where parents orally indicate that they intend to withdraw their child to be home educated, we will notify the local authority at the earliest opportunity.

9. CHILDREN OF SERVICE PERSONNEL

9.1 Families of members of the Armed Forces are likely to move frequently - both in the UK and overseas and often at short notice. We will contact the MoD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.

10. ROLES AND RESPONSIBILITIES

10.1 Parents will

- Ensure that their child attends school regularly and punctually.
- Advise the school when they are going travelling and their expected return date.
- Inform the school of any absences or lateness.
- Not take family holidays during term time.
- Avoid making medical appointments during school hours.

10.2 Teaching staff will

- Ensure the registers are marked in accordance with school policy.
- Notify the Head Teacher on the second day of any absence that has no reason.
- Inform the School Office when any child is absent from registration.
- Work with parents to promote good attendance.
- Encourage good attendance through their own personal example.

10.3 The Family Liaison Officer will

- Follow up any unauthorised absences and irregular attendance through following school procedures.
- Keep the Head Teacher and Governing Body informed of the levels of attendance in school.
- Will work with staff, Governors, TES and the EWO to review the effectiveness of the Attendance Policy.
- Will submit attendance returns to the relevant agencies as required.
- Ensure a record is maintained of poor attendance.

10.4 The Head Teacher will

- Hold bi weekly meeting with the Family Liaison Officer looking at persistent absences, and issuing penalty notices.
- Hold parents to account for their child's attendance at school by holding attendance meetings with parents with the view of improving school attendance.

11. REVIEW PROCEDURES

11.1 The school's policy will be reviewed when:

- 2 years have elapsed.
- There is a significant change in the law governing the attendance of pupils.

Rosemary Godwin
Head Teacher
September 2018

This policy has been read, discussed and its implementation agreed by teaching and support staff.

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.

Appendix 1

Attendance Requirements, Early Help Interventions and Referrals



