

Granby Junior School



Attendance Policy

Date of Approval by Governors: September 2021

Headteacher

Chair of Governors

Name:	Name:
Signature:	Signature:
Date:	Date:

At Granby School we are committed to safeguarding and protecting the welfare of all children and young people. We expect all staff, students and volunteers to share this commitment.

This Policy will be reviewed in September 2022

1. Introduction

Granby Junior School recognises that positive behaviour and attendance are central to raising standards and pupil attainment. Promoting excellent attendance is the responsibility of the whole school community.

All children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.

This policy sets out the school's expectations, which include:

- Promoting children's welfare and safety.
- Ensuring that all pupils have access to the full time education to which they are entitled.
- Ensuring that pupils achieve and succeed at our school.
- Ensuring that pupils have the widest possible range of learning opportunities whilst they are at school.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts classroom routines and may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parent's responsibility and absence from school without a good reason is an offence, which may result in prosecution.

2. Promoting Regular Attendance

Creating patterns of good attendance is everyone's responsibility – parents, pupils and all members of the school staff. As a school we are aiming for 96%, or better, attendance.

We expect pupils to:

- Attend school every day
- Attend school punctually
- Attend school appropriately prepared for the day (read packet, water bottle, PE kit etc.)

We expect that parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school on time and prepared for the school day.
- Telephone the school **daily**, before 9.30am, to explain any absences.
- Notify the school of any changes to emergency contact details.

As a school we will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Keep regular and accurate records of morning and afternoon attendance and punctuality.
- Monitor each child's attendance and punctuality.
- Encourage good attendance and punctuality through a system of rewards and recognition.
- Phone and text parent daily to obtain reasons for absence if parents haven't contacted school.
- Write to parents if there are persistent unauthorised absences, to obtain reasons for absences.
- Inform parents of the school's attendance figures.
- Inform and work with parents to improve poor attendance and punctuality.

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As a school we classify attendance as follows:

100% - Excellent
97%-99.9% - Very Good
96% - 96.9% - Good
94%-95.9% - Developing
90%- 93.9% - Concern
Below 90% Serious Concern

As a school we classify punctuality as follows:

- 0 Late Marks - Excellent
- 1 Late Marks - Very Good
- 2 Late Marks - Good
- 3-5 Late Marks – Concerning

We will share Attendance information with parents in a number of ways:

- Reporting whole school attendance figures on the school website.
- Reporting each child's attendance for the whole school year in the end of year report.
- Contacting parents when attendance and punctuality levels fall below a good level.

3. Celebrating Attendance Achievements

Children with 100% Attendance will receive:

- A certificate and sticker for 100% attendance for a ½ term
- A certificate for 100% attendance for a full term. Their name will also be displayed on an Attendance role of honour.
- An in school reward for 100% attendance for a full year.

Children who leave Year 6 with 100% attendance for their whole time at school (Y3-Y6) will receive a special award.

4. Types of Absence

Registers are taken twice a day in school, once in the morning and once in the afternoon, each school day is made up of 2 sessions. When the registers are taken and a child is absent, school must record a reason for the absence. This will either be authorised or unauthorised.

An authorised absence is where a parent/carer has contacted school and given a good reason for the absence. Examples of acceptable reasons:

- Illness
- Medical/dental appointments, which unavoidably fall, in school time or are emergencies.

An unauthorised absence is where a parent has not contacted the school and given a good reason for the absence or school do not agree that the reason given is an acceptable reason for the absence. Examples of unauthorised absence include:

- Parents/carers keeping children out of school unnecessarily.
- Truancy before and during the school day.
- Absences, which have never been properly explained.
- Shopping, birthdays and looking after siblings.
- Day trips and holidays, which have not been agreed by the school.

We understand that children can become unwell and require time at home to recover. We also understand that some children are sometimes reluctant to attend school. If you feel this is the case please talk to your child's class teacher who will be able to offer support. We want to work together to resolve these difficulties as early as possible and may be able to offer further support through our school nurse, or our Family Support Worker and Pupil Welfare Officer. Please come and talk to school, as soon as possible, if you have concerns regarding your child's attendance.

5. Persistent Absence (PA)

When a pupil's attendance falls below 90% (12 absences in a 12 week period), regardless of whether the absence/s are authorised or unauthorised they become a 'persistent absentee'. This level of absence has a significantly negative affect on a child's education and we require parent's full support to improve their attendance.

6. The Role of the Family Support Worker (FSW) and Pupil Welfare Officer (PWO)

We continuously monitor the attendance of all pupils, if there are any concerns regarding attendance or lateness then our Family Support Worker and the Pupil Welfare Officer will become involved to help resolve the situation.

We review pupil's attendance every half term and look at patterns of absence over the past term.

Attendance Champion

We also have a dedicated Senior Champion on the school's leadership team. Her name is Miss Lauren Slater her contact details are; enquiries@granby.derbyshire.sch.uk and she oversees all attendance issues.

Attendance 90% and below

At the end of each term, if your child's attendance is below 90% we will write to you to inform you about your child's attendance and offer advice. We will continue to monitor your child's attendance and hope that it will increase to 96% or more. If, however, your child's attendance remains below 90% then we will offer further support from our Family Support Worker and Pupil Welfare officer. After further monitoring, if your child's attendance remains consistently below 90% we may invite you into school for a meeting with our Head Teacher to resolve the situation.

If attendance patterns continue to be a concern the Head teacher and the Attendance Champion may recommend to the local authority that further sanctions are required. This may include legal action and penalty notices.

7. Lateness

The school gates open at 8.45am and the register is taken at 8.55am. Lateness is not acceptable. If a child misses the start of the day they miss the class' morning task and do not spend time with the staff in the classroom getting vital information about the day. Late arrivals also disrupt lessons. This can be embarrassing for the arriving child and interrupt the learning of other children in the class.

If your child arrives after 9am they will receive a late mark. Registers close at 9.30am, in accordance with regulations, and any child arriving after this time will receive a 'U' mark. This shows that they are on site but will not count as a present mark. If the lateness persists this could result in legal action from the local authority in the form of a fixed penalty notice or prosecution.

Good timekeeping is a vital life skill which will help our children as they progress through their school life and out in the wider world. We will encourage good punctuality by being good role models.

8. Extenuating Circumstances – Leave of Absence

Time off for holidays is not permitted. On the 1st September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that headteachers should not grant approval for any leave of any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Please note: on 6th April 2017 the Supreme Court appeal, in relation to the Platt v Isle of Wight case, determined that under section 444(1) of the Education Act 1996 attending school 'regularly' means:

"In accordance with the rules prescribed by the school"

Therefore, from 1st September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Headteacher regardless of a child's wider school attendance.

The Head Teacher will consider any applications for leave of absence for **exceptional circumstances**. Any applications for a Leave of Absence must be made on the correct form, available from the school office, at least 4 weeks before the expected Absence.

Any period of leave taken without the agreement of the school will be classed as an unauthorised absence and a fixed penalty notice may be issued to parents.

9. People Responsible for the Implementation of this Policy

The Head Teacher and School Leadership Team are responsible for the implementation of this policy and improving school attendance.

10. Summary

The school has a legal duty to publish its absence figures to parents and promote attendance. Equally we expect parents will ensure their children school regularly, which is their legal duty.

All school staff are committed to working with parents and pupils, together, as the best way to ensure a high level of attendance is achieved.

11. Monitoring and Review

The Governing Body has the overall responsibility for this policy and monitoring that it is implemented.

The Governing Body also monitor overall attendance and receive termly attendance figures and seek to ensure they are as high as possible.

This policy will be reviewed September 2022.