



Cherry Orchard Primary School



Attendance Policy

1. Rationale

The process of education is one that requires gradual building. Ideally this should be a continual and uninterrupted progression. The school aims to encourage and support good attendance.

DfE and Birmingham guidelines state that Head Teachers may no longer authorise leave during term time except where circumstances are exceptional. Leave that is taken regardless will be recorded as unauthorised and may lead to legal action being taken (see below).

2. Guidelines

2.1 The school aims to provide a happy secure environment to facilitate effective learning.

2.2 The school aims to provide a well ordered, well maintained environment to encourage good attendance, where the pupils' efforts are acknowledged, and rewarded. Their efforts will be displayed around the school not only as a motivating force, but also to enhance the appearance and effectiveness of the school as a learning place. Rewards will be various (from 'smiley faces' to commendations in assembly and use of the attendance cup in assembly). Other strategies include:

2.2.1 Attendance is monitored and regularly referred to in newsletters and reported to governors.

2.2.2 The Pastoral Team regularly monitor attendance and report back to the Senior Leadership Team and Governors.

Causes for concern are identified:

1. Pastoral Team discuss with parents – monitor.
2. Meeting with member of SLT – discuss possible referral to School Nurse to help support (RSRT)
3. Meet with School Nurse. Feedback from nurse to inform next steps.
4. Referral to Family Support (with permission in the first instance)

2.2.2 Reporting of absence. Parents are asked to contact the school as soon as possible on each day of absence. The reason is recorded on SIMS. If the school is not contacted, texts will be sent to the first number on the contact list to alert parents that their child is not in school and that they should then contact the office to confirm absence and provide a reason for their child not being in school. On return to school a letter should be provided by parents which will be stored in the child's file. Parents will be contacted by telephone in the first instance.

2.2.3 A cup for the class with the best percentage attendance is awarded in each key stage every week.

- 2.2.4 Certificates are awarded at the end of each term to those children that have the highest attendance.
- 2.3 The school provides interesting, well prepared and delivered lessons which encourage in the pupils a wish to attend regularly.
- 2.4 The school provides progression and continuity in its curriculum delivery to encourage a sense of achievement in the pupils, and consequently a desire to learn.
- 2.5 The teacher is a role model and shows the importance of the lessons by being punctual and well-prepared.
- 2.6 Leave in term time. This will no longer be authorised except where there are exceptional circumstances. For example:
- Death of parent/carer or sibling of the pupil
 - Life threatening or critical illness of parent or sibling of the pupil
 - Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- If unauthorised leave is taken, a penalty notice may be issued and legal action taken or the child may lose their place. The penalty notice will be for a minimum of £60 or £120 depending on how soon payment is made. If a fine is not paid, court attendance may be required and a fine of up to £1000 per child issued. This could result in a criminal record. Unauthorised leave in excess of 20 school days may result in a child being removed from the school register.

3. Lateness

We are aware that persistent lateness can have a cumulative effect and deny full access to the National Curriculum. It can be classed as failure to attend regularly (Section 3a Education Act 1944). **Children will be marked late if they arrive after registration which is at 9:00am.**

3.1 We discourage lateness by:

- 3.1.1 Providing supervision for children from 8:50am.
- 3.1.2 Keeping a late book every morning and after school.
- 3.1.3 The Pastoral Team monitor on a daily basis and speak to parents when necessary.
- 3.1.4 Lateness is regularly referred to in newsletters and reported to Governors.
- 3.1.4 Letters are sent to parents and referred to the Governing Body Disciplinary Committee. They may also be referred to the Handsworth Family Support and Safeguarding Team.

4. Conclusion

Good attendance facilitates a better chance for each individual to progress. The above procedures aim to encourage good attendance and the development of each pupil to his/her full potential.

Reviewed and updated May 2016