



Cherry Orchard Primary School

Attendance Policy



Date of Policy:	January 2020
Member of Staff Responsible:	Emma Emery
Review Date:	January 2021
Consultation:	This policy was developed and is reviewed and updated with key staff following Birmingham City Council guidance.

To be read in conjunction with the CME policy, Fast Track to Attendance (BCC), Medication Policy, SEND Policy and Safeguarding Policy.

Ethos Statement

It is the aim of the Governing Body of Cherry Orchard Primary School to support the implementation of policies and procedures that support the vision of:

“We care, we learn we succeed.”

As a Rights Respecting School we actively promote the rights of a child.

Our Vision

Our pupils are happy to come to school and learn. With this happiness and love of learning, they attend school every day which in turn has a positive impact on their education and into their future workplace. Attending school means that children can make friends, improve their social skills and be able to work with a team. As team, we support parents of pupils who need to improve their attendance by fostering positive relationships and working together in partnership.

Expectations

We use the following percentages to classify our attendance:

98%+ - Outstanding

95% - 97% - Good

90 – 94% - Poor

Below 90 % - Unsatisfactory - officially persistently absent

This information is included on pupils' end of year reports.

Safeguarding

Poor attendance can be an indicator of a safeguarding concern as a result of this the school would follow its safeguarding procedures which are detailed below as well as in our safeguarding policy.

Procedures

First Day of absence

- Parents are asked to contact the school as soon as possible on each day of absence. The reason is then recorded on SIMs.
- If the school is not contacted by 10 am, parents will be contacted by telephone in the first instance to alert them that their child is not in school and that they should contact the office to confirm absence and provide a reason for their child not being in school.
- If no contact is made, then the school will keep trying throughout the day. The office produces a daily print out of pupils who do not attend and no reason is provided.
- If the child does not attend school the following day and no contact is made, this is then recorded on CPOMs and the pastoral team and/or DSLs are informed. Other emergency contacts will be called as well to ascertain the whereabouts of the pupil.
- If by day 3, a child has not attended school and no contact is made, then CME policy is followed with subsequent home visits as part of safeguarding procedures.

Strategies for tackling persistent absence and emerging concerns

- The attendance team tracks attendance weekly and highlights any concerns to SLT.
- Patterns of absence and lateness are monitored and questions asked of parents to challenge these.
- The school follows the Local Authority's 'Fast Track to Attendance' guidance when addressing instances of poor attendance. Early Help is given in the first instance and then school attendance review meetings take place if attendance does not improve.
- Data is analysed to target any particular groups of pupils whose attendance is deemed poor or unsatisfactory.

Promoting 'outstanding' attendance

The school aims to encourage outstanding attendance, where the pupils' efforts are acknowledged, and rewarded. Rewards will be various and may include:

- Termly certificates to individuals with outstanding attendance and 100% attendance
- Prizes for attendance
- Attendance cup awarded to each class each week.

The school also promotes outstanding attendance by informing parents, pupils, staff and governors on the school newsletter as well as including information on the school Twitter feed.

Leave in term time

DfE and Birmingham guidelines state that Head Teachers may no longer authorise leave during term time except where circumstances are exceptional. 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, legal action may be taken or a pupil may lose their place at their current school. The penalty notice will be for a minimum amount 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.

Punctuality

We are aware that persistent lateness can have a cumulative effect and deny full access to the National Curriculum. Children will be marked late if they arrive after registration which is 9:00am. If pupils arrive after 9:25am they will be assigned the U code, sometimes in exceptional circumstances this time might be attended e.g. for pupils who travel via taxis to our resource base.

We discourage lateness by:

- Providing supervision for children from 8:50am
- Keeping a late book every morning and after school
- Pastoral team monitor punctuality on a daily basis and speak to parents when necessary.
- Each week the most punctual class is awarded the punctuality trophy.
- Providing a breakfast club facility on site.

Summary of Responsibilities

Parents will:

- Plan holidays and family visits outside of term time.
- Weigh the benefits to the family of term time absences against detriment to the child's/children's educational progress & attainment.
- Avoid requesting term time absences during periods where there are National Curriculum assessments.
- Notify the school by phone/letter by 10.00am on the first day of any unauthorised absence (e.g. sickness/ family emergency).

The Deputy Head Teacher & Pastoral Team will:

- Monitor attendance and, where concerns are identified, consult with parents/ outside agencies to agree actions to address identified issues.
- In consultation with Governors, set annual targets for attendance.
- Inform Governors of attendance data through head teacher reports and regular meetings with the Governor in charge of attendance.
- Inform parents of attendance percentages for their pupil/s at parents evening and with print outs during the year.
- Promote and reward excellent and improved attendance and punctuality by pupils.
- The HT receives a weekly report with pupils whose attendance falls below 92%.

Class Teachers will:

- Ensure that registers are taken at the start of each session.
- Report any concerns relating to attendance to the Pastoral Team via CPOMs.

School Administrators will:

- Follow the first day of absence procedures

Local Authority will:

- Support the school to develop strategies to meet attendance targets including the use of FAST-track.

The Governing Body will:

- Through the relevant committee annually review the attendance policy.
- Set annual targets for attendance and review progress towards these targets termly.