

HOLLYWOOD PRIMARY SCHOOL



“A Rights Respecting School”

ATTENDANCE POLICY
November 2018



ATTENDANCE POLICY

“Success starts by being at school”

“A Rights Respecting School”

Introduction

At Hollywood Primary School we aim to provide all our children with the maximum opportunities to fulfill their potential.

Article 28: You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

(UN Convention on the Rights of the Child)

Regular and punctual school attendance is of great importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. At Hollywood, most parents understand the need for regular and punctual attendance and work in partnership with the school to achieve this.

Children should be at school, on time, every day the school is open unless the reason for absence is unavoidable. Ensuring your child’s regular attendance at school is the parent/carers legal responsibility and permitting absence from school without good reason creates an offence in law and can result in prosecution.

As a primary school we hope to lay the foundations for good habits by ensuring good attendance and punctuality right from the first day in Reception. Every day in primary school matters and lost time is not easily made up.

Different patterns of absence have different effects. Missing odd days here and there can be absorbed. Missing odd days more frequently leads to disrupted learning, both for the actual lessons lost and continuity between lessons – the days following an absence are also disrupted as the child struggles to make sense due to gaps in learning. Missing large chunks of time results in the child missing whole units of work, which are difficult to make up. In cases of extended illness, where absence from school is unavoidable, the school will give parents details of the work covered.

Persistent Absence

Missing approximately a day a week (attendance at 90%) results in significant loss of learning to the detriment of the child’s achievement of potential. **A child whose attendance is at 90% or below is a ‘persistent absentee’.** We need parents’ fullest support and co-operation to tackle this. All absence is monitored on a weekly basis and parents will be contacted when attendance is low.

If attendance is considered to be of serious concern then all absence will be unauthorised unless medical evidence is provided.

Parents must contact the school at an early stage, if there is a problem with their child's attendance or if their child is reluctant to come to school. If difficulties cannot be sorted out using this approach, the school may refer to **Social Services** or other agencies. The school will work with the family to try to resolve the situation by mutual agreement. However, if this is not possible the school can use sanctions such as a **Fixed Penalty Notice or prosecution in the Magistrates Court.**

Authorised or Unauthorised?

Every half-day absence has to be classified by the school, not the parents, as either 'Authorised' (with the school's permission) or 'Unauthorised' (without the school's permission). This is why information about the cause of each absence is always required.

'Authorised' absences are time away from school for a reason such as genuine illness of the child, or other unavoidable cause (as defined by the school, not parents).

'Unauthorised' absences are those which the school does not consider reasonable and may include –

- Parents keeping children off school unnecessarily – this is deemed truancy, i.e. parentally condoned absence without the school's permission;
- Absences which have not been properly explained;
- Children who arrive at school too late to get a mark in the register, i.e. after the register closes at 9.30am;
- Requests for leave which have been denied;
- Holidays in term-time are not permitted

Once a pupils attendance falls below 90% then all absences will be unauthorised unless medical evidence is provided (except in exceptional circumstances)

Medical Evidence

When a pupil's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. If the absence has been authorised, please retain the medical evidence or record the reason as you will need to produce this as evidence. The onus is on the parent to provide medical evidence. The different types of medical evidence are listed below:

- copy of prescription
- slip with date, pupil's name and surgery stamp, signed by Receptionist
- medical appointment card with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate (cost involved)
- doctor's letter (cost involved)
- medication prescribed by a Doctor
- letter from a professional
- any other relevant evidence

Term Time Holiday (see Leave in term time Policy)

Amendments have been made to the 2006 Education Regulations removing references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. **If you require term time leave please contact the Head Teacher to complete the required paperwork.**

Absence Procedures

Absences caused by the child's illness will generally be classified as authorised absences. The nature of the illness will need to be provided so that the school can monitor illness patterns, especially contagious illnesses.

- Parents are requested to telephone the attendance line (0121 675 4525) on the first morning of the child's absence.
- When a child has not been registered as present, and no notification has been received, the Attendance Officer will contact the parent/carer by a telephone call to establish the whereabouts of the child. If contact is not made a text message will be sent. This is done for safeguarding reasons.
- If no reason is given for an absence the absence will be classified as unauthorised.
- Medical appointments should be made outside of school hours or, failing that, as far as possible in the afternoon rather than in the morning. A copy of the medical appointment should be given to the school office.
- Illness of a family member is not an acceptable reason for a child to be away from school and any absence for this reason will be classified as unauthorised.
- Absence during term-time is strongly discouraged and will only be authorised in **exceptional and unavoidable circumstances** – this is the school's decision.
- A 'Leave in Term Time Request' form must be completed and returned to the school office as soon as possible in advance of the leave. Detailed reasons for the request must be given.
- No holidays will be authorised, under any circumstances.
- Absence following the denial of a request will be recorded as unauthorised absence. This is deemed to be truancy as it is parentally condoned absence without the school's permission.
- If more than 10 school days of unauthorised absence accumulates the school will take further action and may refer to other agencies. This could lead to a Fixed Penalty Notice.
- All children will have their absence information included in the end of year annual school report.

Monitoring of Absence

- Attendance is monitored on a weekly basis. Any pupil whose attendance falls below 90% is considered a 'Persistent Absentee'. School will contact the parent/carer in writing to raise concerns. (see Appendix 1)
- If there is no improvement parent/carers will be requested to attend a meeting with the Head Teacher/Deputy Head Teacher and Attendance Officer to discuss the situation. (see Appendix 2)
- Further action such as fixed penalty notice and prosecution may be taken where necessary.

Spotlight on Attendance

Spotlight is a streamlined, targeted programme of legal action, designed to improve attendance; demonstrating that the Local Authority and schools take attendance seriously. Penalty notices (fines) can be issued through court action. It will target pupils whose attendance is below 90%. The Spotlight process is run over an 8 week period. If there are further unauthorised absences in this period legal action will be taken.

Lateness

Children who are persistently late, even if only by a few minutes, have a poor start to their school day. Children need some transition time between home and school to adjust. When they are late they miss out on an informal but essential settling in period and often feel vulnerable and uncomfortable when making a late entrance to the class. They may also miss vital teaching at the beginning of lessons and can cause disruption for the teacher and rest of the children in the class who have arrived promptly. Poor punctuality is not acceptable. Parents will be approached by school staff to try and resolve any punctuality issues.

The chart below shows how children's lateness equates to missed learning

Minutes late per day during the year	Equal days worth of teaching lost in a year	Which means this numbers of lessons missed
5 minutes	3.7 days	20 lessons
10 minutes	7.4 days	41 lessons
15 minutes	11.0 days	61 lessons
20 minutes	14.7 days	82 lessons
30 minutes	22.0 days	123 lessons

Lateness Procedures

- The school gates are opened at 8.30am and we expect pupils to be in class at 8.55am ready to start learning. Class teachers are available from 8.45am to receive pupils into the classroom.
- One of our Core Values is 'independence' and we encourage children to say goodbye to their parents at the back door and go into the school by themselves. .
- Registration is at 8.55am sharp. Children arriving after that are late.
- Children receive a 'L' late mark if they arrive after 8.55am but before the register closes at 9.30am.
- Children receive a 'U' mark if they arrive after the register closes at 9.30am. This is an unauthorised absence.
- Parents must take late children to the school office and sign them into the late book, together with the reason for lateness.

Monitoring of lateness

Lateness is monitored on a weekly basis.

- If a pupil is consistently late a letter will be sent to the parent/carer to raise concerns. (see Appendix 3). Consistently late is regarded as 6 lates (between 8.55am and 9.30am) in any one full term.
- If there are further lates a further letter will be sent home requesting parent/carer to attend a meeting with the Head Teacher/Deputy Head Teacher and The Attendance officer

Attendance Rewards:

Individual Rewards:

- Half termly attendance awards – pupils who achieve 100% attendance for half a term receive a certificate in an attendance assembly.
- Termly attendance award - pupils who achieve 100% attendance for a whole term receive a certificate in an attendance assembly and a 100% attendance badge (Bronze – 1st term, Silver – 2nd Term and Gold for 3rd term)
- All pupils who achieve 100% for a term also have a special reward in school time (cinema trip, pantomime etc). **However any pupil with 3 or more lates will not receive the end of term reward.**
- End of year attendance award – pupils who achieve 100% attendance for the year receive a certificate, 100% badge and are invited to a special awards ceremony where they have afternoon tea with the Lord Mayor.
- Any pupil who has achieved 100% attendance at the end of Y6 for a period of 3 or more years receives a special prize of a bike.

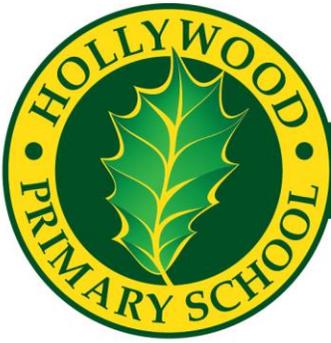
Whole Class Rewards:

Attendance Panda – Each week in the Monday Assembly the Head Teacher will announce the attendance and lates for each class for the previous week. The class with the highest Attendance % for the week in KS1 and KS2 will receive the attendance Panda Award and a certificate to be placed on the classroom door. The class with the highest end of year attendance will receive a prize.

Lates – At the end of the year the class with the least number of lates will receive a prize.

*We look forward to rewarding **your** child for their good attendance at school.*

Appendix 1



Headteacher: **Mr. S. Dix**
e-mail: **dix@hollywood.bham.sch.uk**

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

We have been monitoring {{child's name}} attendance at school which has now become a cause for concern as you can see from the attendance printout attached.

The expected attendance for every child at school is no less than 95%

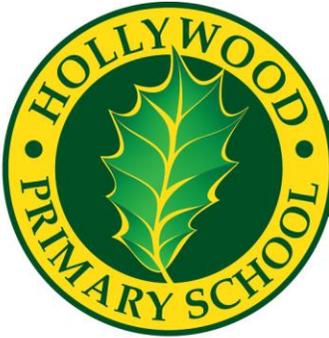
There may be a good reason for {{child's name}} absence but we will be monitoring it carefully.

If you are worried about issues around attendance please do not hesitate to contact the school.

Thank you for your co-operation in this serious matter.

Mr S. Dix
(Head Teacher)

Appendix 2



Headteacher: **Mr. S. Dix**
e-mail: **dix@hollywood.bham.sch.uk**

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

We have been monitoring {{child's name}} attendance at school which has now become a serious cause for concern.

You can see {{child's name}} attendance statistics (see attached printout). The expected attendance for every child at school is no less than 95%.

There may be a good reason for {{child's name}} absence.

We have been monitoring this carefully and now request that you attend an attendance meeting with Mr F O'Rourke on {{date and time}}.

If this time is not convenient please contact Mr F O'Rourke on 0121 675 4525 to re arrange a more convenient time.

Absences will no longer be authorised unless medical evidence such as hospital appointment cards, prescriptions etc. (see Attendance Policy for more guidelines)

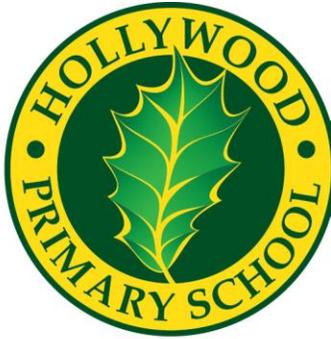
Thank you for your co-operation in this serious matter.

Yours sincerely

Mr S. Dix

(Head Teacher)

Appendix 3



Headteacher: **Mr. S. Dix**
e-mail: **dix@hollywood.bham.sch.uk**

Hollywood Primary School
Pickenham Road
Hollywood
Birmingham B14 4TG

Telephone:
0121 675 7711
Facsimile:
0121 675 6299

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»
Dear «ParentTitle» «ParentLastName»

Re: «ChildFirstName» «ChildLastName»

Your child, «ChildFirstName» «ChildLastName» has been identified as having poor punctuality at «School_name» School.

As you may be aware, the law treats some persistent lateness in the same way as irregular attendance and parents may be prosecuted by the Local Authority if late arrival is not resolved.

I have continued to monitor your child's punctuality and unfortunately there has been further lateness.

I have to advise you as a parent/carer of a child of statutory school age, you have a legal responsibility to ensure full time education suitable to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school or otherwise. (Education Act 1996)

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 mins	3.4 days
10 mins	6.9 days
15 mins	10.3 days
20 mins	13.8 days
30 mins	20.7 days

Poor punctuality can lead to your child...

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future

If your child is having any difficulties that you wish to discuss, contact me immediately. Your child's punctuality must now improve or the school may have no option but to take further action against you.

If you call and I am not available please leave a message and telephone number.

Yours sincerely,

Mr F O'Rourke
Learning Mentor and Attendance Officer