

# Norton Community Primary School

## Pupil Attendance Policy

*September 2014 - July 2017*



## Vision Statement

**N**othing is beyond our reach!

**C**are and challenge engage and motivate us!

**P**raise reassures and supports us!

**S**uccesses are celebrated and built on!

## AIMS

- To improve the overall percentage of pupils at school
- To make attendance and punctuality a priority for all those attached with the school including pupils, parents, staff and governors
- To provide support, advice and guidance to parents and pupils
- To use and analyse attendance data
- To develop positive and consistent communication between home and school
- To implement a system of rewards
- To promote effective partnership with The Educational Social Workers service and with other agencies

<b><u>SCHOOL TIMES:</u></b>	FS1	8.40am – 11.40am, 12.15pm - 3.15pm
	FS2	8.50am - 11.30pm, 12.30pm - 3.10pm
	KS1 & 2	8.50am - 11.45am, 12.45pm - 3.15pm
	KS1 & 2 Lunch break	11.45am - 12.45pm

**SYSTEMS IN PLACE** Norton C P School uses SIMS to manage attendance data

### ***Registration of pupils***

- Paper registers are marked at the beginning of the morning and afternoon session by a staff member in the classroom. This information is transferred into SIMS (data base) weekly.
  - Pupils present at registration are recorded with a black oblique stroke / or \. Any absences are marked with a red O.
  - Children arriving after 8.50am but during the ‘open register’ period are marked as an *authorised late*. (L)
  - Children arriving after ‘open register’ are marked as an *unauthorised late*. (U)
  - All other absences are marked with the correct code as determined by the attendance clerk on evidence received. Reason for absence will be noted on Absence sheet held in Register folder.
- Full list of codes at Appendix 1*

‘Open register’:-	morning session	Foundation, KS1 and KS2	8.50 am – 9.30 am
	afternoon session	Foundation and KS1	12.45 pm – 1.30 pm
	“ “	KS2	12.45 pm – 1.30 pm

- All pupils arriving after registration **MUST** enter school via the main reception where their attendance will be recorded.

## ***Late arrival***

- Any child arriving late must enter school through the main reception.
- The child should be signed in by the accompanying adult if open register has closed (9.30am). Should there be no adult accompanying the child a member of the office team will sign him/her in.
- An attendance code will be decided on the reason offered for the lateness. This will be marked in register by attendance clerk.
- If there are concerns re the number of lates marked, late letters and the Coming into School Late leaflet, will be issued ½ termly.

## ***Appointments***

- If possible appointments should be made outside school time. Pupils who need to attend **essential** appointments during school time must inform the school previously and arrange for the child to be collected from reception by an adult who must sign the child out and back in if they return to school.
- During school time children are not allowed to leave the site unless accompanied by an adult. (Except for home dinners)
- Parents are encouraged to return their child/ren to school after an appointment whenever possible.

## ***Term – time Holidays***

- Parents wishing to take their children on holiday during term time must submit a holiday application form at least 7 days before.
- The headteacher will look at every application for a holiday during term time on an individual basis.
- Any child whose attendance is normally below 96% may not have any term time holidays authorised.
- No holidays will be authorised in the first two weeks of September.
- No holidays will be authorised during national test weeks for Y1, 2 or 6.
- Holidays authorised during term time in any school year are entered - Code H (Agreed holiday).
- Holidays taken over the authorised time due to flights/delays are entered - Code F (Extended family holiday agreed).
- Holidays taken without the heads permission are entered - Code G (Family holiday not agreed) (Unauthorised).
- The headteacher will reply to the request, authorising, or not, the time requested.

## ***If a child is absent from school***

- On the **first day** of any absence parents must notify the school office by 10 am. Verbally, by telephone, email or note is acceptable. It is not necessary to ring each day of a period of absence providing the reason is the same. We will assume that the same reason applies unless we are notified of anything different.
- Any information given about absence, either verbal or letter received by staff should be sent to the office or marked on the absence sheet held in the register folder in the case of verbal information.
- If no reason for absence is received by 10 am the attendance clerk will try to make contact with a parent by ringing the contact numbers we hold for the pupil.
- If no contact is made and a reason has not been given an absence letter will be sent out on a Friday.
- If there has been no response after one week, a second absence letter will be sent.
- If after two letters there has been no response the absence will be noted as unauthorised. (O)
- Should medical/illness absences exceed 20 sessions a medical concern letter is sent to parents.

**(The absence letters refer to sessions. There are 2 sessions per day)**

## ***Child's attendance causing concern***

Staff or parents with any concerns about a child's attendance or lateness should notify the attendance clerk. An Attendance Summary can be provided and if necessary a referral will be made to the ESW, PSA and/or School Nurse if there are medical issues involved.

The ESW, PSA and School Nurse will collect information and investigate following their own procedures. They will report to school their findings.

*Educational Social Worker Referral Form Appendix 2*  
*Parent Support Worker Referral Form Appendix 3*  
*School Nurse Referral Form Appendix 4*

## ***Monitoring***

Letters sent to parents of those children who have attendance below 90% for 'I' code = for odd days illnesses.

Letters to parents of ESW/PSA referred children who have attendance below 90%.

Send letters/leaflet to parent of those children who have arrived late to school on more than three occasions every half term. Persistently late children who just make registration by entering school through the main entrance also receive a letter. We will supply information to split families/absent parents upon request.

## **Data**

- Attendance Summary sheets are sent to parents, ESW and PSA, for children whose attendance is 90% or less. This breaks down their child's attendance into categories of absence and lates showing how the % attendance is created.
- Reports on data are given by the Head Teacher to Governors annually.
- The Attendance Clerk use attendance reports to look for trends of absence and also monitor vulnerable groups including SEN, EAL and In Care children.
- The DCSF request termly and yearly data on attendance. These are provided online.
- Should any concerns be expressed re a child's attendance and number of absences letters will be issued.
- Attendance Data is included with the Annual School report.

## **Rewards**

- Golden Ball awards are given to KS1 and KS2. Class teachers monitor 100 % daily attendance (2 sessions) and for each full day they move the ball up a ladder. When 10 steps have been reached a certificate is awarded. Each certificate has a value of £10. The total amount is then spent on a treat for the whole class.
- Termly assemblies are held for FS2, KS1, LKS2 and UKS2 where certificates and stickers are awarded to any child who has achieved 100% attendance during the stated period.
- A Class certificate is also presented to the class in each KS which has achieved the highest % attendance.
- Extra time at play, PE or Golden Time may be awarded by the class teacher of the achieving classes.
- Termly Cinema Award - the overall winning class is awarded a trip to the Cinema.

## **Outside agencies**

The Attendance Clerk meets regularly to discuss any concerns with the school's ESW, PSA and School Nurse. They are available daily by telephone.

Peter Roberts	01723508487
Nicola Deamer	07967309935
School Nurse	Pickering Clinic 01751472652
Child Protection Customer Relation Unit/Social Care	01653602000

**ATTENDANCE CODES** from Sept 07

/	Present
M	Medical/ Dental Appointments
N	No reason yet provided for absence
B	Educated off site (not dual registration)
C	Other Authorised Circumstances
D	Dual Registration
E	Excluded
F	Extended Family Holiday (agreed)
G	Family Holiday (not agreed or in excess of agreed)
H	Family Holiday (agreed)
O	Unauthorised absence
I	Illness
J	Interview
p	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
V	Educational visit or trip
W	Work Experience
L	Late (before registers closed)
U	Late (after registers closed)
X	Non-compulsory school age absence
y	Enforced closure
Z	Pupil not yet on roll

<b>Referred by:</b> Liz Parker	<b>Title :</b> Headteacher
<b>Date:</b>	

<b>Pupils Surname:</b>	<b>First Name:</b>
<b>Male/Female:</b>	<b>Ethnicity:</b>
<b>D.O.B.</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>UPN no:</b>	

<b>Name of Parents/Carers:</b>	<b>Contact Tel No:</b>
<b>Address if different:</b>	<b>Mobile Tel No:</b>
<b>Postcode:</b>	

<b>Looked After:</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>Subject to a CP Plan:</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>Young Carer:</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>Name of GP:</b>					<b>Contact Tel No:</b>

<b>In your opinion does this family pose a potential risk to staff safety:</b>	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
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<b>School:</b>	<b>Year Group:</b>
<b>Form Tutor:</b>	<b>Head of Year/House:</b>
<b>Stage of SEN register and reasons:</b>	
<b>Exclusions and details of other Education Support Services involvement:</b>	

<b>Attendance Concerns/Reason for Referral:</b> (Please comment on percentage of attendance and whether absence is authorised, unauthorised, parentally condoned, medical reasons, bullying and include computer print-out of attendance if available)
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<b>Other agencies involved:</b>			
<b>Social Care</b>	<input type="checkbox"/>	<b>Targeted Youth Support</b>	<input type="checkbox"/>
<b>CAMHS</b>	<input type="checkbox"/>	<b>School Health</b>	<input type="checkbox"/>
<b>YOT</b>	<input type="checkbox"/>	<b>Others</b>	<input type="checkbox"/>

<b>School action to date please tick:</b>			
<b>Telephone contact:</b>	<input type="checkbox"/>	<b>Parent meeting in school:</b>	<input type="checkbox"/>
<b>Letter(s) home:</b>	<input type="checkbox"/>	<b>No response to enquiries:</b>	<input type="checkbox"/>
<b>Working with pupil:</b>	<input type="checkbox"/>		
<b>Evidence of above school action must be attached to the referral</b>			

<b>Parental consent for making this referral has been obtained</b>			
<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

<b>If no please state why:</b>

<b>Any additional information: (other relevant information in relation to family circumstances)</b>

<b><u>Education Social Work Use Only:</u></b>
<b>Level of attendance concern (1 – 5)</b>
<b>Referral Category :</b>
<b>Name of ESW/EWO:</b>
_____





**REFERRAL FOR PARENT SUPPORT ADVISOR**

**\*Model 1 2 3 (please circle)**

<b>*Surname:</b>	<b>*DOB:</b>
<b>*First/Other Names:</b>	<b>*Male / Female</b>
<b>Address with *postcode:</b>	<b>*Ethnicity:</b> (see guidance options)
<b>Home Tel:</b>	<b>Work Tel:</b>
<b>*Parent/Carer Names:</b>	<b>*Parent/Carer Status:</b> (see guidance options)
<b>*Have you worked with this pupil before as a PSA?</b> Yes/No	<b>Looked After:</b> Yes/No
<b>*School:</b>	<b>CP Register:</b> Yes/No
<b>*Stage on SEN Register:</b> (see guidance options)	<b>*Free School Meals:</b> Yes/No
<b>*Child SEN Primary Category of Need:</b> (see guidance options)	<b>*UPN:</b>
<b>*Reason for requested contact:</b> <input type="checkbox"/> (Please see Appendix A for code)	

**\*Child new to school within last term** Yes/No **\*If Yes reason** (see guidance options)

Previous truancy Yes/No

**\*Permanent exclusion immediately prior to PSA involvement** Yes/No

**\*Permanent exclusion during PSA involvement** Yes/No

**\*Previous fixed term exclusion prior to PSA involvement** **\*Yes/No Dates:** **\*No. of days:**

**\*Previous fixed term exclusion during PSA involvement** **\*Yes/No Dates:** **\*No. of days:**

Safety issues for lone work:.....

**Other Professionals involved:**

GTA/TA <input type="checkbox"/>	Social Services <input type="checkbox"/>
Behaviour Support <input type="checkbox"/>	Learning Support <input type="checkbox"/>
Educational Psychology <input type="checkbox"/>	Others (please state) <input type="checkbox"/>
<b>*Previous PSA Involvement</b> <input type="checkbox"/>	_____

**School action so far regarding informing parent/guardian of PSA involvement:**

Telephone Contact

Letter Home

Parent meeting in school

**\* % of Attendance**

Sept – Dec 06	Jan – April 07	April – July 07	Sept – Dec 07	Jan – April 08	April – July 08	Sept – Dec 08

**\*Referral Route/Referred by:**  
(see guidance options)

**Headteacher/ Teacher in Charge Signature:**

**\*PSA Work with parents** (see guidance options) Yes/No

**\*PSA work with child** (see guidance options) Yes/No

**\*Location of work -home** Yes/No

**\*Location of work -school** Yes/No

**\*Location of work -other** Yes/No

**\*Were aims met (only required if case closed)** (see guidance options)

**\*Closure date**

**\* MUST BE COMPLETED IN ALL CASES**

## APPENDIX A

### APPROPRIATE REFERRALS:

PARENTING SUPPORT

ESTABLISHING ROUTINE/BOUNDARIES

RELATIONSHIP BREAKDOWN

BEREAVEMENT

ILLNESS

→ AND IMPACT ON CHILD OR

HOUSING PROBLEMS

YOUNG PERSON

SUBSTANCE MISUSE

CONVICTION – CUSTODIAL SENTENCE

NB: IMPACT MIGHT  
MANIFEST AS

A. CHANGE IN BEHAVIOUR

B. CHANGE IN PRESENTATION

C. CHANGE IN ATTENDANCE/PUNCTUALITY → REASONS FOR

D. UNDERACHIEVEMENT

REFERRAL

E. CHILD PROTECTION

F. FRIENDSHIPS/SOCIAL/SELF ESTEEM

G. WELL-BEING (HEALTH/DRUGS

H. TRANSITION

I. OTHER

**School Health Service**  
**Referral to School Nurse**

Child's Surname:	Other Names:
Date of Birth:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:  Post Code	
Name of Main Carer:	Name of person with legal responsibility:
Tel No:	Place in family (eg. 1st of 3):
School:	Family Doctor:

**Relevant Information:**

\_\_\_\_\_

**Reason for referral:**

\_\_\_\_\_

Name of School Nurse to whom referral is made .....

GP: .....

Other Professionals/Agencies involved:

.....  
.....  
.....

Is the young person aware of this referral Yes/No

Are the young persons parents aware of this referral Yes/No

\_\_\_\_\_

Signed ..... Please print name .....

Designation ..... Contact telephone number .....

Address .....

..... Date .....