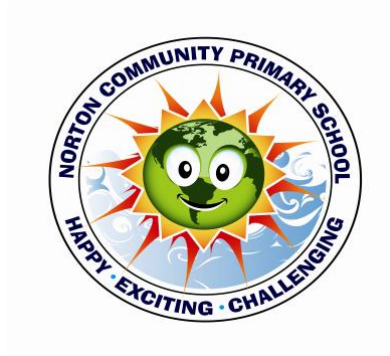


Norton Community Primary School

Pupil Attendance Policy

February 2017 – February 2020



Vision Statement

Nothing is beyond our reach!

Care and challenge engage and motivate us!

Praise reassures and supports us!

Successes 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 Prevention Service and other agencies

SCHOOL TIMES:

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

- Registers are marked electronically in SIMS at the beginning of the morning and afternoon session by a staff member in the classroom. This information is monitored each session by the Attendance clerk in the office.
- Pupils present at registration are recorded with a stroke / or \. Any absences are marked with a N.
- Children arriving after 8.50am but during the ‘open register’ period are marked as an *authorised late*. (L). The number of minutes late are noted in SIMS.
- Children arriving after ‘open register’ are marked with the appropriate code.
- All other absences are marked with the correct code as determined by the attendance clerk on evidence received. Reasons for absence will be noted on the electronic register in SIMS.

Full list of codes at Appendix 1

‘Open register’:-	morning session	Foundation, KS1 and KS2	8.50 am – 9.30 am
	afternoon session	Foundation	12.30 pm – 1.15 pm
	“ “	KS1 & 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) using the VisitEd system. 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 on the electronic register by attendance clerk.
- If there are concerns re the number of lates marked, late letters and the Late leaflet, will be issued.

VisitEd, an electronic entry/exit recording system, is used to monitor any children leaving early or arriving late

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.
- 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 6 weeks prior to holiday date.
- 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) unless delay is over 10 days – then G is used.
- 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 9.30 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 written received by staff is sent to the office for filing.
- If no reason for absence is received by 9.30 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 is not given an absence letter will be sent out monthly.
- If there is still no response the absence will be noted as unauthorised. (O)

(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 Prevention Service, FSA and/or School Nurse if there are medical issues involved.

The Prevention Service, FSA and Health professionals will collect information and investigate following their own procedures. They will report to school their findings.

Prevention Service Referral Form Appendix 2
Family Support Worker Referral Form Appendix 3
Health Referral Form Appendix 4

Monitoring

Letters are sent each half term to the parents of those children who have attendance below 90%.

Letters are sent to parents of any child giving cause for concern including any children who have arrived late to school on more than three occasions. We will supply information to split families/absent parents upon request.

Data

- Attendance Summary sheets are sent to parents, 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 uses attendance reports to look for trends of absence and also monitor vulnerable groups including SEN, EAL, PP 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 and KS2 where gold, silver and bronze certificates and stickers are awarded to any child who has achieved 95 - 100% attendance during the stated period.
- A Class Attendance certificate is presented to classes in KS1 & 2 who have achieved 96% or above 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.

Other agencies

The school will contact the agencies below with any concerns as necessary.

Prevention Service		014609 536009
Nicola Deamer	School FSA	0777 2578691
Health Professionals	Health Clinic	01609 798150
Child Protection Customer Relation Unit/Social Care		01653 602000

ATTENDANCE CODES

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

To see Prevention Service referral form please see:

App 2

F/DATA/WS/Attendance/Referral/NEW C & F S Referral form



Norton Community Primary School
Grove Street
Norton, Malton
YO17 9BG

REFERRAL FOR FAMILY SUPPORT ADVISOR

Child's Details

Surname :	D.O.B
First Name:	Male/ Female
Year Group:	Class Teacher:
Current School Attendance: %	GP:
<i>Please attach a printout of attendance.</i>	

	<u>Please Circle</u>
Free School Meals?	YES/ NO
Looked After Child?	YES/ NO
CAF in place?	YES/ NO
Subject to CP Plan?	YES/ NO
Child New to School within last term?	YES/ NO
School Action/ School Action Plus	YES/ NO

Other Professionals/organisations involved with the family.

<u>Name of Agency/ Role</u>	<u>Nature of involvement</u>

Parent/Carers Details

Title/ Surname:	Title/ Surname
First Name:	First Name
Address	Address (if different)
Postcode:	Postcode:
Telephone Number :	Telephone Number:

Parental Responsibility	Yes/ NO	Parental Responsibility	Yes/ NO
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Briefly describe the reason for referral and desired outcome

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Are there any known safety issues for lone worker? Yes/ No

Consent

How have parent/carer been informed of FSA involvement:	
Telephone Contact	Yes/ No
Letter home	Yes/ No
Parent Meeting	Yes/ No
I consent to this information being shared with the Family Support Advisor and other agencies that may be able to support my family.	
Parent/Carer's signature	Date:

Referred by: Liz Parker	Position: Headteacher
Signature:	Date:

PLEASE RETURN COMPLETED REFERRAL FORM TO:

Nicky Deamer – Family Support Advisor
ndeamer@norton-pri.n-yorks.sch.uk
Mobile Number 07772 578691

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:

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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