



ATTENDANCE POLICY

Date of Policy/Reviews	Author(s)	Approved by Gov. Body	Signed	Date for Review
Sept 2018	Abigail Rowson	-	-	Sept 2019
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Attendance Policy

Introduction and Background

Rosehill Methodist Primary Academy recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and give every child the best educational experience possible.

As an academy we are striving to achieve our goal of 97% attendance. It is our policy that no child's attendance should fall below an acceptable level.

It is a government requirement that all children attend school for 190 days. It is also a government requirement that we monitor attendance and apply legal requirements.

This policy is written with the above statements in mind and underpins our academy ethos to:

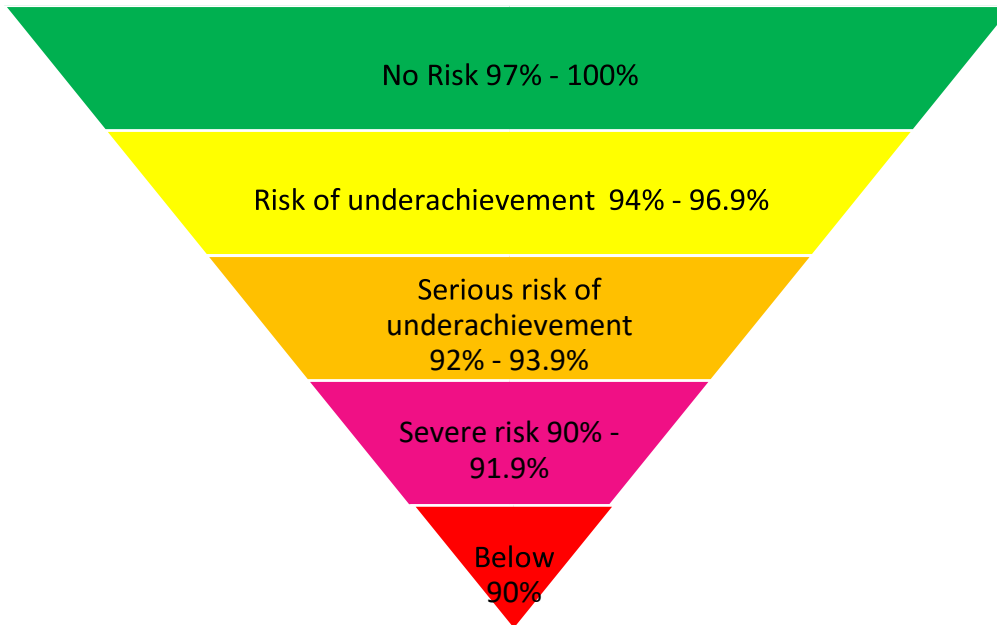
- Support pupils and their parents / carers in our establishment to ensure the highest possible level of attendance and punctuality;
- Promote children's welfare and safeguarding;
- Ensure every pupil has access to full time education;
- Ensure that pupils succeed and realise their full potential whilst at school;
- Make parents / carers aware of their legal responsibilities.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and be at school, on time, everyday unless the reason for absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Ensuring a child's regular attendance at school is a parental responsibility.

Missing days of learning in succession (or over a period of time) makes catching-up more of a challenge, and children can often find themselves falling behind.

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent
90%	19 Days	4 Weeks
80%	38 Days	8 Weeks
70%	57 Days	11.5 Weeks

The following attendance pyramid clearly shows that lower than expected attendance has a negative effect on a child's attainment.



Expectations

We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day.

School times

The doors open at 8.45am and close promptly at 9.00am

Nursery, Reception and Key Stage 1 (Year 1 and 2)

9.00am – 3.10pm

Key Stage 2 (Year 3,4,5 and 6)

9.00am – 3.20pm

The school doors open at 8.45am and close at 8.55 am to give children chance to get to their class for registration.

We expect that parents / carers will:

- Ensure regular attendance and be aware of their legal responsibilities;
- Ensure that children arrive at school punctually and prepared for the school day;
- Ensure that they contact the academy daily, before 9am to report any absences;
- Notify the academy in writing, detailing the reason for absence on the first day back, providing medical evidence where appropriate;
- Notify the academy immediately of any changes to emergency contact details.

As an academy we will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Keep regular and accurate records of AM and PM attendance and punctuality, and monitor those records;
- Contact parents regarding absences where no message has been received to explain the absence;
- Encourage good attendance and punctuality through a system of rewards;
- Inform parents of their child's attendance, via letters and telephone conversations;
- Offer attendance meetings in order to support families who are finding attendance for their child difficult.

The academy can be contacted via telephone or email:

Telephone number: 0161 343 8485

Email: admin@rosehill.tameside.sch.uk

Understanding Types of Absence

All absences from school have to be classified by the school as either AUTHORISED or UNAUTHORISED. This why the cause of any absence is always required.

Authorised absences are morning or afternoons away from school for a good reason like illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the academy does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Unauthorised absences include:

- Parent's / carers keeping children off unnecessarily e.g. because they had a late night or for non-infectious illness or injury or other reasons that would not affect their ability to learn
- Absences which have never been properly explained
- Looking after other children or children accompanying siblings or parents to medical appointments
- Holidays taken in term time without leave – 5 day unauthorised absences will lead to a possible penalty notice being issued
- Being late after the register closes at 9.30am – See register and punctuality section of this policy.

Registers and Punctuality

Punctuality to school is crucial. Lateness can cause disruption to a pupil's learning and that of the other children in class.

The academy doors open at 8.45am. Children are to line up outside and will be collected by a member of academy staff. The doors will stay open until 8.55am. Registration will take place in class at 9.00am prompt.

If your child arrives after 8.55am they must go to the academy office (with an adult, if in key stage 1) and sign in at the main reception desk. They will be included on the register in the following ways:

Attendance mark – if signed in before 9.00am

Late mark – if signed in between 9.00am and 9.30am

U code (Late after registration closes) – if signed in after 9.30am (This mark will affect your child's annual percentage of attendance and is classed as an unauthorised mark)

Non attendance

If a child is absent from school and the academy has not been notified of the child's absence you will be contacted either by telephone or text message (priority 1 contact) in order to establish the reasons for the absence. This is to ensure that the academy has fulfilled our safeguarding obligations.

In some circumstances a home visit may be made to determine the whereabouts and the safety of a pupil.

Illness

If a child is absent from school due to illness you need to contact the academy office before 9am. You can leave a message on the answer machine. Please ensure you say which class your child is in and the reasons for the absence. If you would like to speak to a member of staff regarding your child's absence, please state this on your message and a member of staff will call you back.

As mentioned in the expectations section of the policy you need to ensure your child brings in a written and signed note, detailing the reasons for absence, on their first day back in, providing medical evidence where appropriate and possible.

The academy recognises that where children have been sick or have diarrhoea, it may be difficult for parents to provide medical evidence, however if your child is absent from school on a regular number of occasions due to sickness / stomach bugs, the academy may request a meeting to discuss any possible underlying reasons that may be causing regular sickness.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regard to attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root of the problem.

The academy may in some instances;

- Contact you, if you have reported an absence, to see if any support can be offered in school. For example, if your child has been prescribed medication or may need calpol throughout the day for an illness that wouldn't necessarily prevent your child from attending school.
- Conduct a home visit on the third day of absence to see if any support can be offered by the school.
- Conduct a home visit if the academy have not heard from parents/carers about the reason for a child's absence.

Other reasons for absence

Medical Appointments

From time to time your child may need to be absent from school for other reasons such as medical appointments. Such absences usually only take up part of the day. For non-emergency appointments the academy should be informed of such absences in writing in advance with accompanying documents and children should be brought into school for morning registration and back into school straight after the appointment.

Every effort should be made to arrange medical appointments outside of school hours.

Leave of Absence

The Department of Education has from the 1st September 2013 announced that parents have no entitlement to take their children out of school for a holiday during term time.

Any application for leave must only be in exceptional circumstances and must be made by completing an application for leave of absence form at least four weeks before the exceptional absence. Forms can be obtained from the academy office.

The Headteacher will decide if it warrants exceptional circumstances.

If your application is denied parents may be fined by means of a Penalty Notice or Prosecutions in the Magistrate Courts by the Local Authority for taking their child on holiday during term time without consent from the school.

Local Authority letters regarding attendance can be viewed on the academy website.

Persistent Absence

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent / carer.

Celebrating Achievements

Attendance will be celebrated in school:

- Weekly – Class celebration
- Termly – Individual pupil
- Yearly – Individual pupil