

Park View Primary Academy

ATTENDANCE POLICY

Policy updated: November 2018

Review date: November 2019

Parents can access this policy via the school website or request a copy via the main office.

School Commitment

At Park View Primary Academy we are committed to the improvement and sustainability of good attendance, and therefore are proactive in tackling poor attendance. Our aim is to achieve and maintain a whole school target of at least 97% and to eliminate all persistent absence. The school to promote punctuality and monitor this carefully to ensure all children arrive on time. The school will work in partnership with parents and extended services in improving attendance and therefore raising achievement for all our children.

Aims and Objectives

- To achieve and maintain a target of 97% whole school attendance.
- To reduce and eradicate all persistent absence as quickly as possible.
- To ensure excellence and enjoyment for every child by providing a safe environment and a relevant curriculum that meets the needs and interests of all our pupils.
- To offer a range of extra-curricular activities that children really want to attend.
- To tackle poor attendance rigorously with a consistent and transparent approach so being firm and fair.
- To support families where attendance is poor by removing any barriers that may attribute to poor attendance.
- To raise aspirations and expectations for our children and their families so changing cultural attitudes in the long term.
- To stop all holidays in term time for the purposes of holidays including visiting relatives for whatever reason.
- To safeguard all our children where there are safety concerns such as children missing in education by working positively with external agencies such as the AIO service and Children's Social Care.

Partnership with Parents/Carers

The school works hard to provide a relevant and enjoyable curriculum including extra-curricular activities. Despite this, children's attendance is usually dictated by their parents/carers. Therefore, our work with parents/carers is crucial in achieving outstanding attendance for all pupils. The school sends out regular information and newsletters about attendance. This includes information on holidays in term time and Fixed Penalty Notices. Where there are concerns about a child's attendance, parents/carers are involved from

the very beginning in working to improve the situation. The school uses positive attendance strategies that are constantly reviewed.

First Day Absence/Home visits

Parents/carers are asked to ring by 8.15am if their child is not in school that day. If a phone call has not been received by 9.00am, the Learning Mentor will ring home. If they are unable to speak to a parent/carer or get a satisfactory reason for the absence they will make an unannounced home visit as soon as possible that day to ensure the child is safe. A home visit will also be made on the second day of absence for all pupils (even if a phone conversation is had with parents / carers). A home visit will also be made on the first day of absence where there is a safeguarding / child protection concern. The Police and/or Children's Social Care may also be contacted to carry out a Welfare Visit if school have a safeguarding / child protection concern. The school has the right to unauthorise an absence if the reason given is not valid.

Rewards

There are a range of rewards in place to promote excellent attendance and punctuality. These include a school merit system and shop, certificates, stickers and positive phone calls and meetings with parents.

Holidays in Term Time

The school does not authorise any Holiday in Term Time for any reason or length of time, including visiting relatives. We strongly discourage this. The school enforces the Fixed Penalty Notice system of £60 per child per parent/carer following guidance from Leeds Local Authority. For a family with two parents / carers this would be £120 per child. If this penalty is not paid within 21 days the penalty will increase to £120 per parent per child. All fines must be paid within 28 days. If a parent does request a holiday, they must meet with the Head of Academy or Assistant Principal prior to the holiday. They will explain clearly that the absence will be unauthorised and that they are in danger of losing their children's place at school or being issued with a Fixed Penalty Notice. At the end of day 20 of a Holiday in Term Time absence, a child will be taken off roll. A CME Referral, (Child Missing Education) will be made if appropriate.

Parents/carers will receive written confirmation that the holiday is unauthorised prior to the absence. A letter will also be sent after the child has returned to school to explain the next steps of the fining process. Although we cannot physically stop parents from taking their children out of school, if a form is completed and a meeting takes place, we have an explanation for the absence and do not have to refer as a CME, (Child Missing Education), due to a safeguarding concern.

The Head of Academy or Assistant Principal will also meet with the parents/carers post-holiday to discuss with them how the absence has affected their child's attendance percentage and learning.

Religious Observance

The school allows 1 day of authorised absence for religious observance per occasion.

Dentist and Medical Appointments

Parents are asked not to take children out of school for dental and medical appointments, with the exception of emergency or consultant appointments. Please try to make appointments at the end of the school day. If children are taken out for these urgent appointments the main office will need to see a letter or an appointment card.

The office team will contact the Learning Mentor or Head of Academy immediately if a parent asks to take their children out of school for non-urgent appointments. Non-urgent appointments made in school time will be unauthorised.

Partnership with Others

In order to safeguard all pupils and their families the school will be proactive in liaising openly and professionally with all external agencies with the aim of protecting a child and their family and improving attendance outcomes. These agencies include New Communities and Travellers Service, Admission Team, Education Social Work Service, Children's Social Care, Police Service, School Nursing Team and the Hospital and Home Teaching Service.

Children Missing from Education

The school follows guidance from the DfE regarding Children Missing Education. Where children on roll do not turn up, and the school has made enquiries through phone calls and home visits, we will refer the case to the CME Team. The CME team will advise school when it is safe to take a child off roll.

Confidentiality

As in all aspects of school data and pupil information the school's Confidentiality Policy is adhered to.

Pupil Information

Park View Primary Academy will aim to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives.
- Names and addresses of all persons with parental responsibility.
- Emergency contact details.
- Details of any persons authorised to collect the child from school.
- Any relevant court orders in place, including those which affect any person's access to the child.
- A child who is or has been on a Child Protection Plan/Family Support Plan.
- Name and contact details of GP.
- Any other factors which may impact on the safety and welfare of the child.

Children not Collected

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day or extra-curricular activity.

- If not collected at 3.15pm children are kept safe with their Class Teacher/Learning Support Assistant until 3.30pm.
- At 3.30pm the children are safely escorted by one of the above adults to the main office and a qualified member of staff supervises the children until they are collected by an appropriate adult. The school office staff will be alerted and will contact parents to collect them as soon as possible. Other emergency contact numbers will be rung if parents/carers cannot be reached until an appropriate adult can collect them.
- If no contact is made, two members of staff will escort the child home, leave them with their parents or another appropriate adult and ask for up to date contact numbers.

- If there is no suitable person at home the staff will return to school with the child and Children's Social Care/Police will be contacted so that appropriate actions can be taken.
- The same procedures will be followed if a child is not collected after a school visit or extra-curricular activity.
- Children who go home alone at the end of the school day must have written consent from a parent/carer. It is the responsibility of the parent/carer to update this permission if they wish to do so via the school office.

Children Leaving School Premises without Permission

Every effort is made to ensure that the school site is as safe and secure as possible and children are supervised appropriately at all times. In the event that a child is reported missing, the following procedures will be followed.

- A thorough search of the school site and immediate locality is made by all available staff.
- Admin staff will ring the child's contact numbers so they are fully informed and also to check whether or not the child is at home.
- If the child has not been located after these actions the police will be notified.