



## **Simpson's Lane Academy Attendance Policy February 2016**

Simpson's Lane Academy is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance and punctuality is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance and punctuality will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils. Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

### **Objectives**

- To achieve and maintain a whole school target of 96% by July 2016.
- To eradicate persistent absenteeism
- 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 encourage full attendance and punctuality
- To acknowledge and reward a successful record of attendance
- To record and monitor attendance and absenteeism and apply appropriate strategies
- To support families where attendance and punctuality is poor by removing any barriers which may attribute to this
- To safeguard all of our children where there are safety concerns, such as a children missing education, by working positively with external services such as the Education Welfare Service and Children's Social Care.

### **Statutory Duty of Schools**

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

### **School Start Time**

The school starts promptly at 8.30 a.m. with registration of all pupils.

Morning Nursery begins at 8.30 a.m.

Afternoon Nursery begins at 12.15 p.m.

## **Target**

The school's target attendance figure is 96% or above.

## **Rewards for Good Attendance**

Class attendance is monitored weekly. Every child receives a 'Golden Ticket' if they attend school every day and are on time during a week. Every week, all children with 100% attendance and punctuality will be put in a Key Stage draw to win a £10 voucher.

Traffic light displays in each class are updated weekly to show the names of children who are achieving a cumulative attendance of 97% or greater (on green), between 90.01% and 96.99% (on amber), and 90% or below (on red). The highest target is aspirational. Children who achieve a cumulative attendance (from September) of 99% or above, receive a token for their Colour Point Team in the weekly attendance assembly.

Weekly attendance assemblies take place to award the attendance vouchers and tokens, congratulate all classes with an attendance of 96% and above, and reward those classes achieving a weekly attendance of 100%. The class with the best attendance is awarded the attendance trophy for the week.

All children with 100% attendance for the whole year will be taken on a reward trip. This will take place towards the end of the summer term and it will be during the school day.

## **Absent Children**

**First Day of Absence/ Home Visits** - Parents are asked to ring before 9am if their child is not in school that day. Cover Supervisors, attached to each class, will ring parents for any children who do not have a reason for absence. If they are unable to speak to a parent/ guardian, or get a satisfactory reason for the absence, they will pass the concern to the Learning Mentor or Family Support Worker who will follow this up. Home visits will be made where there are general safeguarding concerns, queries about a persistently absent child, or just to check that a child is too unwell to attend. The school has the right to unauthorise an absence if the reason given is not valid.

**Dentist and Medical Appointments** - Parents are asked not to take their children out of school for dental or medical appointments with the exception of an emergency or an appointment with a consultant. An appointment card or letter must be presented to the school office. Non-urgent appointments made in school time will be unauthorised.

**Holidays in Term Time** - The school does not authorise any holiday in term time, unless the reasons are exceptional. Reasons which constitute as exceptional are at the discretion of the Head of Academy.

If a parent does request a holiday, they must submit a letter to a member of the Senior Leadership Team (SLT) prior to the holiday. If the reasons do not meet the criteria to authorise under exceptional circumstances, the response will explain clearly that the absence will be unauthorised. Although we cannot stop parents from taking their children out of school, if SLT are notified we know that the children are safe and do not have to refer as a CME (Child Missing Education).

**Unauthorised Absences** – From Easter 2016, parents of children with ten or more consecutive unauthorised sessions (10 sessions = 5 days) could be issued a Fixed Penalty Notice of £60 following the Wakefield Council Code of Conduct and will be requested to attend a meeting with the Education Welfare Officer.

## **Procedures for Poor Attendance**

Children who attend school for 90% or less without good reason will be contacted by the Family

Support Worker, who will talk to parents, agree an action plan to improve attendance, and refer to other bodies, i.e. Social Care, Targeted Support, if appropriate. Letters will be sent to the parents of all children who fall below 95% at the end of every half-term, as this does not meet our whole-school target of 96%.

### **Referral to Targeted Support/ Social Care**

If attendance or punctuality fails to improve following contact by the Family Support Worker, then the child is referred by the Family Support Worker to these agencies through the referral system. The relevant organisation will then contact parents/carers and will inform school of their actions.

### **Children Missing Education**

The school follows guidance from the DfE regarding Children Missing Education (see Safeguarding file).

Where children on roll at Simpson's Lane Academy do not attend for ten consecutive days, and the Inclusion Team has made enquiries through phone calls and home visits, we will inform the Wakefield Children Missing Education Team for advice:

Mrs Francesca Hunter 01924 307449 [fhunter@wakefield.gov.uk](mailto:fhunter@wakefield.gov.uk)

Mr George Sykes 01924 3037395 [gsykes@wakefield.gov.uk](mailto:gsykes@wakefield.gov.uk)

### **Procedures for Poor Punctuality**

Any pupil who arrives later than 8.40am will report to the school office, so their attendance at school can be recorded. **If a child arrives between 9.01 a.m. and 9.29 a.m.** a late mark (L) will be given. **If a child arrives after 9.30 a.m.** an 'arrived after register has closed' mark (U) will be given.

**Lates – From Easter 2016, parents of children with ten or more 'U' marks within a term could be issued a Fixed Penalty Notice of £60 following the Wakefield Council Code of Conduct and will be requested to attend a meeting with the Education Welfare Officer. These are measured within every half-term, or whole term in Spring (as it is much shorter).**

The names of children who are late will be monitored weekly by the Family Support Worker. Parents of children who are persistently late over a half-term will receive a letter and telephone call from the Inclusion Team who will arrange to visit/ talk to parents as appropriate and, a) offer school support to resolve the issue, or, b) refer to the local authority Early Help Hub for further family support.

The Learning Mentor will endeavour to stand at the school gate and/or entrance to ensure prompt arrival in class. If a child arrives late, their name, class and reason for lateness will be recorded by the office staff using Integris. This information is passed weekly to the Family Support Worker for analysis.

### **Confidentiality**

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

### **Pupil Information**

Simpson's Lane Academy will try 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 the Child Protection Register
- 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/school visit:

- If not collected at 3.15pm, children are kept safe with their Class teacher/Learning Support Assistant until 3.20pm (or end of Nursery session)
- At 3.20pm, the children are safely escorted by the above adult to the main entrance area, where they will be supervised by a member of staff until the children are collected by an appropriate adult. A record of the time they are collected is kept
- If the children are not collected by 3.30pm, the school office will contact parents to collect them as soon as possible. Other emergency contact numbers will be tried if parents/carers cannot be reached until an appropriate adult can collect them
- If contact is unsuccessful, two members of staff will escort the child home and 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, or following an extra-curricular activity/school visit, will have consent from a parent/carer. It is the parent's/carers responsibility 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 safe and secure. Children are supervised 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
- Administrative 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.

### **Advance Notice of Changes to the Attendance Policy from September 2016:**

**Holidays in Term Time** - The school does not authorise any holiday in term time, unless the reasons are exceptional. Reasons which constitute as exceptional are at the discretion of the

Head of Academy. From September 2016, the school will enforce the Fixed Penalty Notice of £60 per parent, per child, following the Wakefield Council Code of Conduct, if the holiday period is five consecutive days or over.

**Policy reviewed by:**

| <b>Role</b>        | <b>Name</b>   | <b>Signed and Dated</b> |
|--------------------|---------------|-------------------------|
| Head of Academy    | Sarah Annable |                         |
| Chair of Governors | Pam Smith     |                         |