

# ST MARGARET'S CE PRIMARY SCHOOL



## ATTENDANCE POLICY

2020

Amended 07.10.20 in light of Covid-19

Amended 13.10.21 in light of Covid-19 regulation changes and introduction of a SIMS Register

It is our policy to ensure that everyone (parents, children and staff) is aware of the legal requirements regarding regular school attendance. Poor attendance can seriously disrupt learning. Not only do children miss the teaching provided on the days they are absent, they are also less prepared for learning that takes place requiring the knowledge and skills taught in their absence.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. You can only allow your child to miss school for certain reasons:

- they are too ill to go in
- you have got advance permission from the school
- **they have to self-isolate because they are displaying Covid-19 symptoms and are waiting for a test**
- **they have to self-isolate because they have tested positive**

### **Daily Attendance**

1. Online registers (Sims) are taken by the teacher or designated responsible adult. A present (/) or absence (N) mark is made from 8.30am until close of register at 9.00 and at the start of the afternoon
2. Teachers are all aware of the importance of marking registers correctly. The Office Team will ensure that any absences are coded with the appropriate symbols and that reasons for absence, receipt of notes and telephone calls are promptly and clearly recorded in our absence book. The school has an answerphone on which parents/carers can report absences when the school office is closed
3. Parents are requested to notify the school of the reason for a child's absence. If no such message has been received by 9.30am on the day of absence, then the office staff will telephone the parent/carer to ascertain the reason for absence (Year 5 and 6 are the first to be checked as these may walk to school independently)
4. Children who are late are marked in by the Office Team

### **Persistent Absence**

5. The Office Team, Children's Support Worker and Deputy Headteacher monitor attendance regularly and will make a note of any child attending for less than 90% or 94% of the required time. This will include patterns of broken weeks and odd days as well as blocks of time
6. Children with a history of poor attendance (**less than 90% the previous year**) will be monitored at least half-termly with letters, phone calls and meetings as appropriate should attendance continue to be an area of concern

### **Procedures for monitoring and improving attendance:**

**October Half Term – attendance review**

**End of Autumn Term – attendance review**

**End of Spring Term – attendance review**

**End of Summer Term – attendance review**

**Whole school attendance report sent out each term, alongside individual attendance figure**

**Registration certificate, showing individual attendance details and punctuality, to go out with end of year school reports**

**Frequent meetings with Office Team, Children's Support Worker and Deputy Headteacher to focus on individuals and follow up as appropriate**

**Rewards given for good attendance (see below)**

**Attendance updates on newsletters**

7. **Lateness:** There is a staggered start to the school day:

Years 5 & 6	08:30
Years 2, 3 & 4	08:40
Early Years	08:45

8. Any child arriving after their year group registration time should report to the front office, who will sign them in to the "signing in and out" register. The teacher or office staff will mark the child late in the SIMS register.
9. If a child is frequently late for school, teachers will report this to the Attendance Team and parents will be contacted to discuss ways of improving punctuality
10. **Holidays:** The Angmering Family Group follow guidance from the Department for Education that states Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a parent wishes to take a child away from school during term time, permission from the Headteacher (or designated member of staff in their absence) must be obtained in advance. The school has a "Request for Absence from Learning in School Time" form, which was created by the Angmering Family Group Headteachers. This is available from the school office and to download from the school website. If a parent/carer requests leave and there is a sibling in another school, then the both schools will liaise to determine a common code. Any request for absence from learning that is denied but is still taken will be recorded as unauthorised. If 10 sessions (a school day is two sessions – am and pm) or more are classified as unauthorised within a school ten week period, then a referral may be made to the Pupil Entitlement Team, which could result in a Fixed Penalty Notice. If a request is denied, a letter will be sent from the school outlining the next steps if they do go ahead with the absence. Click on the link below to the West Sussex website for further information on Fixed Penalty Notices.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-attendance-and-behaviour/school-absences/#fixed-penalty-notices>

11. **Good attendance:** Children who achieve 100% attendance in a term will receive a certificate for good attendance and punctuality. Children who achieve 100% attendance over an entire academic year are also awarded a certificate and enamelled badge. Children who achieve more than 98% over a term receive 5 house points. (Not given out in 2021-2022 because of Covid-19 increasing levels in school)

To be reviewed summer 2023

Reviewed October 2020 in the light of Covid-19

Reviewed October 2021 in the light of Covid-19 regulation changes and introduction of SIMS electronic register.