



Attendance Policy

Pikemere School

The Attendance Policy in respect of Pikemere School has been discussed and adopted by the Governing Board.

Chair of Governing Board:

Mrs. K Hulson

Headteacher:

Mr. A Hughes

Agreed and ratified by the Governing Board on: 23 September 2022

Policy Review Date: November 2025

Attendance and Punctuality Policy

OVERVIEW

If learners are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment, they need to see good attendance and punctuality as important qualities that are valued by others and employers. At Pikemere School we will do all that we can to encourage good attendance and punctuality. The School's ethos demonstrates that children feel that their presence in school is important and that they are missed when they are absent or late. Where learners are not conforming to our high expectations for attendance and punctuality, we will put into place effective strategies to bring about improvement.

OBJECTIVES

- To ensure that all learners attend school in line with school targets.
- To ensure that all learners are punctual.
- To win the support of parents/carers in ensuring that their children attend school well and that they arrive on time.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To keep good records of attendance through the school registers and to take prompt action to follow up absences.
- To investigate and act immediately where truancy is suspected or confirmed.
- To monitor closely pupils with attendance and punctuality issues and to work with parents, carers and where appropriate other agencies to bring about improvement.
- To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.

STRATEGIES

Registration

- The class register at Pikemere School will be taken twice daily between 8.55am and 9.05am and between 1pm and 1.10pm (EYFS/KS1) and 1.15pm and 1.25pm. (KS2). The registers will be checked by the school office every day between 9.15am and 9.30am and absences will be followed up by a telephone call if we have not received any notification of absence. A text message will be sent to parents/carers who do not respond asking them to contact school immediately. If a child's whereabouts cannot be established, an N is used in the register. In the event that a child appears to be absent and the office/class teacher believes this to be unusual circumstances, the Headteacher is notified and appropriate action taken
- Any child absent will be coded accordingly.
- Registers will be monitored by the Office Staff who will allocate the relevant codes, either through information left on school communication systems or through calls made by a member of the office team to the parent/carer.

ABSENCE

Lateness

- Parents/carers should telephone the school office to let us know that their child/children will be arriving late, as this will enable us to ensure meals are provided if required.
- Pupils arriving after the register has been taken will be considered as late.
- Any pupil arriving after the playground doors close, must report to the School office so that their attendance can be recorded.
- Pupils arriving after the playground doors have closed but before the registers have closed, will be marked with 'L', meaning late.
- Pupils arriving after registers have closed will be marked with 'U', meaning an unauthorised absence.

- On occasions where a pupil has a legitimate reason for being late (for example doctors/dentist appointments) the School Office should be notified and a copy of the appointment letter must be provided, prior to the appointment date and the pupil will be marked with 'M' meaning medical.
- Learners arriving late will be reported to the Headteacher and monitored by the class teacher and School Office. The Headteacher will contact parents/carers of children who are regular latecomers.

Illness

- Parents/carers should contact the School Office on each day of absence to provide the reason for the absence. Messages may be left on the school answer phone.
- Depending on the length of time the pupil will be absent, we request that parents/carers ring the School office regularly to keep us informed of how the pupil is recovering.
- If the Office Staff have not been made aware of the reason for absence, they will contact the parents/carers by telephone and/or text within an hour of receiving the register.
- If any member of staff is concerned about absence or the reason for absence, the Head teacher will be informed.

Medical or Dental Appointments

- Absence from school due to a medical or dental appointment will be considered as an authorised absence, with prior notice.
- Parents/carers are requested to provide written confirmation of these appointments.
- We would encourage parents/carers to make appointments out of school hours where possible, although we do realise that this can sometimes prove difficult.
- Please be aware that travelling abroad to receive medical treatment may not be authorised as the United Kingdom provides sufficient medical care. Medical reasons for traveling abroad will be considered on an individual basis and possible length of absence only agreed by the Headteacher in Exceptional circumstances.

Holidays During Term Time

Due to Government Legislation the Headteacher is not able to authorise any Holidays during term time. Should the parent/carer feel their child/children need leave for Exceptional/Unavoidable Circumstances, a request can be made in writing by obtaining the correct application form from the School Office, and if necessary a meeting with the Headteacher can be requested also to discuss their situation in advance of the proposed absence.

Please be advised: If any absence is not authorised a Penalty Notice may be issued by Cheshire East Local Authority resulting in a £60-£120 fine.

Other Absence

Other absence from school will be considered on an individual basis and a decision will be made to authorise or un-authorise the absence on discussion.

REQUESTING LEAVE DURING TERM TIME

All requests for leave must follow the process outlined below.

- All requests for leave must be submitted in writing to the Headteacher a minimum of 2 weeks prior to commencement of the requested leave.
- All requests should be submitted by completing the leave request form (available from the school office) with all relevant sections completed.
- The headteacher will assess each request on its own merit and respond to the requestor within 1 week.
- The Headteacher will routinely decline all requests unless exceptional circumstances are evidenced.
- All requests for leave during term time must include written evidence of the exceptional circumstances. In most cases, a parental statement will not suffice as evidence as the Headteacher is accountable for any leave granted and therefore must have sufficient assurance of the exceptional circumstances.

- Parents/carers should not make any travel or accommodation commitments before gaining approval for term time leave. The school will not be liable for any costs incurred by parents/carers as a result of term time leave being declined.
- The Headteacher's decision is final unless further evidence exists to support the request.

MONITORING, EVALUATION AND SANCTIONS

Where attendance is a concern and does not improve:

- Attendance data will be collected regularly to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; Lateness; periods of extended absence; periods of unauthorised; and all children with attendance below 90%.
- Any child whose attendance drops below 90% will automatically receive a letter 'expressing concern about poor attendance from the school. The Headteacher may use their discretion for students with specific medical conditions.
- Each child with an attendance figure below 90% will be monitored closely by the Headteacher, and should concerns continue, a second letter will be sent to the parent/carers inviting them to attend a scheduled meeting to discuss the matter further.

If after the meeting there is still no improvement the Headteacher may request involvement from the Local Authority and another letter will be sent to the parents/carers inviting them to attend a 'School Attendance Meeting'.

The role of the Local Authority Attendance Officer

- To support the school in monitoring any children whose attendance is causing concern.
- To offer guidance and advice as requested.
- To enforce the law regarding school attendance.
- Both the Local Authority and School attendance officers will work in a multi-agency environment, with social services, school nurse and other agencies where appropriate.

Governing Body

- Attendance figures and persistent absentees will be reported to the Governing Body and Chancery Trust on a termly basis.

Reporting to Parents and Carers

- All absences authorised, unauthorised and lateness will be reported to the parent/carer at the end of the academic year within their child's report. In order to give parents/carers a benchmark to their child's attendance to other children in the school and nationally the following grades will be used:

100%	Excellent
98%-99.9%	Very good
95%-97.9%	Good
Under 95%	Unsatisfactory
Under 90%	Persistent Absentee

REWARDS

- A weekly attendance trophy is given to the class with the best attendance each week in the school's Friday Celebration assembly.
- A termly special treat will be awarded to the class with the best attendance across the half term.
- Certificates for 100% attendance will be given out in assembly every term.
- The Headteacher may use their discretion for students with medical conditions.