

George Spicer Primary School

ATTENDANCE & PUNCTUALITY POLICY

Rationale

At George Spicer, we believe that good attendance is an essential requirement for effective learning and that this is the responsibility of the whole school community. We encourage and assist all pupils to achieve excellent levels of attendance and punctuality so that they are able to access the curriculum and take full advantage of the opportunities available to them.

Aims

1. To foster a climate where attendance and punctuality are valued as a priority by the whole school community, including pupils, parents, staff and governors.
2. To strive to improve the overall pupil attendance percentage in excess of 96%.
3. To reduce unauthorised absence figures and habitual lateness.
4. To reduce the number of persistent absentees (PAs) in the school.
5. To promote and raise awareness of the importance of good attendance, including clearly communicating the school's set attendance procedures.
6. To develop positive, open and effective communication between home and school and provide support, advice and guidance for parents and pupils.
7. To provide a framework with defined roles and responsibilities and promote consistency in carrying out designated tasks.
8. To use a systematic approach for gathering and analysing attendance data; which is monitored regularly and effectively.
9. To address poor attendance and / or punctuality promptly.
10. To promote the importance of good attendance through celebrating & rewarding pupils'; whole class achievement for best attendance and punctuality is promoted by collecting gold coins and being celebrated in weekly assemblies.
11. Actively promote good attendance and punctuality on a daily basis - BEE on Time and BEE in School, around the school through posters, newsletters, our website and visuals.
12. To have effective working partnerships with the Education Welfare Service and other agencies, to support the improvement of children's attendance & punctuality.
13. To ensure parents perform their legal duty by ensuring their children of compulsory school age attend school regularly.

Roles and Responsibilities

Improving attendance at George Spicer is the responsibility of everyone in the school community: the parents, pupils, staff and governors.

Parents

Parents are responsible for:

- Ensuring their children, of compulsory school age, receive full-time education either by regular attendance or by lawfully agreed alternatives.
- Ensuring their children arrive at school on time, properly dressed & equipped and in a fit condition to learn.
- Informing the school as early as possible if their child is unable to attend school for any reason, or is going to be late. This must be done on the first day of absence, either in person; by phone

on 020 8363 1406 or email office@georgespicer.enfield.sch.uk. An explanation must always be given.

- Providing a written explanation for their child's absence when they return to school.
- Keeping their child at home for 24 hours following sickness/diarrhea.
- Informing the school of any infectious diseases as soon as possible.
- Signing their child into the electronic 'Inventry' system and providing a valid explanation, if they arrive late.
- Signing their child out in the 'Late File' and providing a valid explanation, if they are collected late from school.
- Making medical or dental appointments for their child outside of school hours.
- Keeping requests for their child to be absent from school to a minimum and only in exceptional circumstances.
- Organising their family holidays during the school holidays, not term time (Refer to Leave of Absence).
- Working effectively with the school and the Education Welfare Officer (EWO) to resolve any problems that may be impeding their child's attendance.
- Supporting their child and recognising their successes and achievements.
- Notifying the school in writing, should they decide to change schools, with a) the name of the other school, and b) the date when the pupil will first attend, or is due to start attending, that school.

Pupils

Pupils are responsible for:

- Doing all they can do to attend school and all of their lessons regularly and punctually.
- Being ready to learn.
- Playing a positive role in the life of the school and making the most of the educational opportunities available to them.
- Asking a member of staff for support if they are experiencing difficulties either at home or school.
- Celebrating their successes and achievements.

The School

All school staff are responsible for:

- Creating an ethos the pupils want to be part of.
- Giving a high priority to attendance and punctuality.
- Meeting the legal requirements for attendance set out by the Government; including completing the register twice a day by the allocated time.
- Recording and monitoring attendance and punctuality for every pupil in their direct care.
- Investigating all absenteeism promptly and consistently.
- Liaising closely with parents regarding their child's attendance and punctuality.
- Encouraging good attendance and punctuality through personal example.
- Promoting attendance and punctuality through the school's reward systems.

The Attendance Officer & Attendance Lead Professionals are responsible for:

- Encouraging effective, open communication between home and school.
- Ensuring staff follow the agreed procedures for the recording and monitoring of attendance.
- Informing parents of the school policy and ensuring individual attendance levels are reported to parents at least annually.

- Developing procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and lateness.
- Implement a range of effective strategies to follow up intermittent and long term absenteeism, as well as lateness.
- Effectively monitoring attendance & punctuality across the school, taking appropriate interventions.
- Reporting regularly to the Leadership team within the school of the actions that are being taken in regards to individuals and groups of children whose attendance and punctuality is not where it should be.
- Consistently recording authorised and unauthorised absences within the guidance of the 1996 Education Act.
- Following consistent procedures leading to a formal referral to the EWO.
- Adequately providing for pupils with difficulties, within the boundaries of resources available, to ensure appropriate delivery of the curriculum.
- Setting annual targets in accordance with the Education (School Attendance Targets) Regulations of 2006.
- If a child is recognised as a child at risk of missing education then the school should follow its child missing education (CME) policy. (Appendix C)
- If the school receives written notification of a parent to home educate their child the school will meet with the parents to discuss this and then the school will inform the pupils local authority that the pupil is deleted from the admission register.

Governors

The Governing Body is responsible for monitoring the implementation of the attendance policy.

School Procedures for Recording and Monitoring Attendance

Registration

Registers are taken electronically twice a day. In the morning at 9.00am and again directly after lunch. A pupil must be present during this time to receive an attendance mark. Any pupil arriving after the close of the register must report to the school office and be signed into the electronic system giving clear reasons for the lateness. Any pupil arriving after the close of the register at 9.20am will be marked as an unauthorised absence.

Refer to *GSPS Procedures for Registration and Late Arrival (Appendix A)*

Authorised and Unauthorised Absences

The school is obliged by law to distinguish between authorised and unauthorised absence. **A letter or telephone message from a parent / carer does not authorise an absence.** Only if the school is satisfied as to the validity of the explanation offered by the letter or message from the parents, will the absence be authorised.

Early Arrivals and Late Collections

Refer to *GSPS Procedures for Late Collection (Staff Handbook Appendix B)*

Monitoring

In addition to teachers' daily monitoring of their pupils' attendance, all pupils' attendance will be reviewed weekly by the Attendance Officer. Parents can expect to be informed promptly if the school is concerned about a pupil's attendance.

The Office staff will undertake "First Day Contact" by either text or phone call for absences with no prior notice.

The Attendance Officer & Attendance Lead Professionals will meet regularly with the EWO to discuss attendance and punctuality and to review actions taken to improve the situation. Parents will be advised of concerns so that they may be actively involved in monitoring their child's attendance.

Strategies for Promoting Attendance and Punctuality

A range of strategies are used to promote good attendance and punctuality, including:

- Celebration of good attendance and punctuality in assemblies - weekly
- 100% attendance and punctuality certificates - termly
- 100% attendance & punctuality for the whole year -certificate and prizes.
- Promotion in the weekly newsletter
- Punctuality award in the form of a gold coin in Friday assemblies to gain a whole class prize.

Strategies for Dealing with Poor Attendance

Attendance	Timescale	Action
Below 93%	2 weeks	➤ Learning Mentor
Below 92%	Immediately	➤ Letter of concern
Below 90%	Immediately	➤ Involve EWO ➤ Meeting / Attendance Clinic ➤ PA & Medical evidence letter ➤ Possible Penalty Notice letter
Not improving	Ongoing	➤ Frequent communication & meetings with Attendance Officer, Lead Attendance Professional & EWO, as appropriate. ➤ Penalty Notice Letter ➤ Court Assessment Meeting
Pupils with attendance below 95% may be discussed with the EWO, leading to an EWO referral if required.		

Leave of Absence

At George Spicer, we believe that children should not be taken out of school unless they are ill or there is an exceptional circumstance.

We strongly encourage medical appointments to be outside of school hours and family holidays to only be taken during the school holidays, so that a child's education is not disrupted. Even 90% attendance over five years means half a year of missed school. This has the effect of significantly reducing a pupil's opportunity to learn and achieve.

Parents wishing their child to take any leave of absence during term time must complete a '**Leave of Absence**' form at least 10 school days prior to the desired date and hand it to the Attendance Officer. It is then at the discretion of the Attendance Officer & the Headship team whether the request is granted.

Penalty Notices

The school will use the sanction of **Penalty Notices** if parents:

- condone extended absences.
- take their child on holiday in term time.
- return the pupil later than agreed by the school.
- are persistently bringing their child late to school after the register has closed.
- allow their child to be absent for more than 10 days without medical evidence.

Penalty Notices will be issued under the LA framework "Code of Conduct for issuing education & exclusion related Penalty Notices January 2015".

Safeguarding

The safety and wellbeing of all of our pupils is of paramount importance. We follow the London Procedures for Child Protection, in addition to safeguarding guidance provided by Enfield Local Authority and relevant national bodies. If any member of the school community has concerns regarding any child's attendance, please speak to the Attendance Officer or a member of the Headship team.

References

GSPS Procedures for Registration and Late Arrival (*Appendix A*)

GSPS Procedures for Late Collection (*Staff Handbook Appendix B*)

(CME) policy. (*Appendix C*)

GSPS Procedures for Leavers and New Starters

Education Act 1996

Education (Pupil Registration) Regulations 2006 (SI2006/1751)

Education (School Attendance Targets) Regulations 2006.

Enfield EWS framework "Code of Conduct for issuing education & exclusion related Penalty Notices January 2015".

Signed: _____ Headteacher

Date: October 2019

This policy will be reviewed in September 2021

GEORGE SPICER PRIMARY

PROCEDURES FOR REGISTRATION AND LATE ARRIVAL

ELECTRONIC REGISTRATION:

Registers are marked electronically twice a day, at the beginning of each morning and afternoon session using Scholar Pack. It is the legal responsibility of the classteacher to complete this accurately.

School Day Times:

	Doors Open	School Start time	Morning Register closes	Lunchtime	Afternoon Register closes	End of School
Sketty Road site	8.50 a.m.	9.00 a.m.	9.20 a.m.	various	10 minutes after end of lunchtime	3.15p.m
Kimberley Gardens site	8.45 a.m.	9.00 a.m.	9.20 a.m.	various	10 minutes after end of lunchtime	3.30p.m

The following symbols are used:-

/	Present for morning session
\	Present for afternoon session
O	Absent
L	Late before close of registers: 9.10am (SR site) or 9.00am (KG site) (<i>recorded as present</i>)
U	Late after registers close at 9.10am (SR site) or 9.00am (KG site)
B	Education off site
C	Other circumstances (please state e.g. family crisis)
D	Dual registration (ie pupil attending 2 educational establishments)
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (NOT agreed or in excess of agreement)
H	Family holiday (agreed)
I	Illness
J	Interview
M	Medical/dental/optician/hospital appointment
N	No reason yet provided
O	Unauthorised absence (not covered by any other code)
P	Approved Sporting activity
R	Religious observation
S	Study leave
T	Traveller absence
V	Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
Y	Enforced closure
Z	Pupil not yet on roll
#	School closed to pupils

Teachers are responsible for adding the correct code and any known reason / explanation for absence into the comment box.

LATE ARRIVALS:

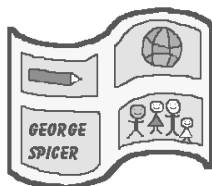
- If a child arrives to school late they must be signed in at the office by an accompanying adult using our Inentry System.

- A member of staff from Sketty office will provide the pupil with a 'Late Card' to give to the teacher to prove they have been signed in. Pupils at Kimberley will be signed in by a member of office staff and escorted to their classroom by a member of staff.
- If before the close of register time for the class, child should be recorded as an L.
- If they arrive after the close of the register the office will mark them in.
- If they arrive without a late card (at Sketty) they must be sent back to the Office to be registered.
- If they arrive at the classroom door (at Kimberley) after the start of day buzzer, they must be sent to the main entrance to be registered by the office.
- Office staff will amend any known changes to the register, including adding lates, once it has been submitted.

DINNER REGISTER:

This is completed on Scholarpack in the morning after initial registration. Teachers need to ensure that the dinner choice is correct against the child's name and any changes inform the office.

1. The Dinner register **MUST** be closed at 9.20am on both sites.



George Spicer Primary School

Procedures for Late Collections

After School Late Collection

- Class teacher to take responsibility for child until 3.40pm at Kimberley Gdns OR 3.25pm at Sketty Rd (10 minutes after the end of the school day).
- 3.40pm (Kimberley) / 3.25pm (Sketty):- Class teacher to sign child into the 'Late Collection' folder in the offices at & inform office staff.
- 3.40pm (Kimberley Gdns) / 3.25pm (Sketty):- Member of office staff to take over responsibility for any children not yet collected.
- 3.40pm (Kimberley Gdns) / 3.25pm (Sketty):- If parents have not already contacted school, then office staff to call parents, then the emergency contacts, of those children still not collected. (Phone calls + times to be logged in the Late Collection folders)
- 3.45pm (Kimberley Gdns)/ 3.35pm (Sketty) :- If no contact/ response from parents, member of office staff to put all remaining children into After School Club and inform SMT on duty (Parents will be charged £9.50 if they have notified the office prior to the end of the school day; otherwise they will be charged £15). Senior member of After School Club to inform member of SLT if no space for under 8's, so appropriate action can be taken.
- 4.10pm (Sketty)/ 4.10pm (Kimberley Gdns):- After School Club member of staff to contact member of SLT on duty if any late collected children still remain.
- 4.10pm (Sketty Rd) / 4.10pm (Kimberley Gdns):- If parents have not been spoken to and agreed to collect child from After School Club ASAP, then member of SLT to contact Children and Families Services team on 020 8379 5555 (this line is manned until 4.15pm)
- If the child is already known, then their social worker should be contacted directly.
- If the children are unknown to Children and Families Services then a referral should be made to the SPOE via telephone (after 4.15pm) on 0208 379 5000.
- The parent/ carer that collects the child must sign the child out in the 'Late Collection' folder, providing a reason.
- If parents are persistently collect their children late from school then a letter will be sent to the parent explaining the concerns (Appendix 1)
- If the school is liaising with Children and Families services then they will continue to contact the parents/carers through the schools contact details. A decision will then be made at which all efforts to contact the parents have reached an end and the school can no longer continue to care for the children at the end of the school day then further action is needed.
- An agreement will be arranged for the children to be brought to Children's Social Services (Charles Babbage House) ideally by school staff who know these children well and are familiar.
- Children attending an Enfield School but who are residing in another Local Authority are the responsibility of that LA and schools must make contact with the relevant borough. The SPOE can be contacted to support in trying to make contact and offer advice and assistance where appropriate and necessary.
- If the child is taken to Children's Social Services then a letter must be put through the parents door so they are aware where they have been taken and a note on the school gate must be arranged so they know where to find their children.

After School Club Late Collection

- 6.00pm:- After school club staff to call parents. If no contact/ response from parents, member of staff to call child's emergency contacts.
- 6:01pm Late fee charges commence
- 6.45pm:- Member of staff to contact Children and Families Services team on 0208 379 5000 or the Emergency Duty Team on 020 8379 1000 if no response call the Police on 101.

If there isn't a member of Senior Leadership on site and children are still here after 6pm a member of Senior Leadership should be called so that they are aware of the situation.

SMT on late collection duty can be found in the Staff Handbook

Note to all staff: A record must be kept of times + details of all phone calls + actions (record sheets in office).

Note to SLT: Refer to attached Enfield Local Safeguarding Children Board Policy on the T drive for necessary paperwork (in office).