

# SUNSHINE INFANT AND NURSERY SCHOOL

## Attendance Policy

Regular school attendance is important for all children in order to ensure that continuity and progression can be developed in their education. It is the school's responsibility to monitor and actively pursue the goal of regular attendance. Parents/Carers are also responsible for ensuring that their children attend and arrive at school on time. It is important that parents/carers and school work together to encourage regular school attendance, supported by the Home-School agreement wherever possible.

### Attendance Registers

- These are completed by 9.05 am and 1.05 p.m. (Nursery by 9.00 am and 12.40p.m). The School uses SIMs.
- **If a child is not in class by 8.55am their mark is recorded as N – only Miss Oakley, Mrs Moore or Mrs. Askew are permitted to alter codes on registers.**
- Once SIMs is completed teachers must carry out a head count of pupils to ensure the numbers correspond.
- All class doors must be shut at 8.55am. The Headteacher, Deputy Head and Parent, Pupil, Teacher Support Manager or caretaker will then lock the gates.
- Children arriving after this time are allowed in to school via the office, they will receive a Late Mark
- Miss Oakley or Mrs. Moore is notified that the registers have been completed by a card.
- The Headteacher, Deputy Head and PPTSM will monitor children who arrive late (after 8.55am) for morning sessions and names will be recorded in the Log Book.
- Absence notes received from parents/carers should be put in the class register, and any reasons given verbally should be noted and shared with Mrs. Askew or Miss Oakley/Mrs. Moore. Pupils must be marked as N –it is the responsibility of Mrs.Askew and Miss Oakley/Mrs. Moore to validate the reasons and alter the code.
- Where there has been no notification of absence (either written or verbal), parents will be asked to complete an absence form.

### Authorised and Unauthorised Absence

It is parents'/carers' responsibility to inform the school of the reason for the child's absence as soon as possible. The absence can only be authorised when the school is satisfied with the explanation and it is considered to be a valid reason for absence. If there is doubt the Class Teacher should refer the pupil to the PPTSM they will then inform the Headteacher.

Parents/Carers are required to contact the school:

- By Telephone
- By Letter
- Through an agreed third party, e.g. neighbour, community worker or relative in the form of a signed letter/note

The PPTSM will send a text and follow this with telephone calls to parents/carers daily (where appropriate) as requested by the Education Welfare Officer to ascertain reasons for absence. When there is a concern over non attendance the Learning Mentor and Headteacher or Deputy Head Teacher will visit the home of the child. If there is no response a card will be left and a letter sent. This could then be referred to the EWO. No member of staff is allowed to visit a home on their own, without a mobile phone and without informing the Headteacher or Miss Oakley/Mrs. Moore of the homes they will be visiting.

Anyone taking a telephone message about a child's absence completes an absence slip and hands it to the appropriate class teacher or will attach it to the class register. All calls regarding absence are logged in the absence book. Teaching staff will indicate absences in registers using N. The PPTSM will amend codes once notification and authorisation is received. All codes must be authorised by the Headteacher.

Where no explanation is given about a child's absence or where the school does not accept the explanation, the absence must be recorded as unauthorised.

### **Monitoring Absence**

All Parents/Carers are notified of their child's attendance at the end of each term.

If a child's attendance falls below 90% or there are concerns regarding the wellbeing of a child the Education Welfare Officer/Attendance Officer will be informed and will conduct home visits.

### **Lateness**

#### **The role of the Parent Pupil Teacher Support Manager**

The PPTSM is responsible for co-ordinating attendance improvement strategies. She aims to work closely with parents/carers to maintain good attendance and to secure improved attendance, punctuality and appropriate collection of pupils at the close of school.

The PPTSM monitors children who arrive late at school after 8.55am and will endeavour to gain improvements in punctuality. Pupils arriving after 8.55am receive a late mark and will be referred to the schools EWO should the situation not improve.

### **Family Holidays**

Holidays are **not allowed** during term time. Only in exceptional circumstances will a leave of absence be granted. Holiday request forms must be completed for each pupil. Approval will be required from the Governing Body if this exceeds 10 days.

Any holidays taken during term time will be unauthorised and a fixed penalty could be issued. Holiday request forms must be completed for each pupil.

From September 2013 a payment of £60 per parent per child must be paid within 21 days. The charge will rise to £120 per parent per child and must be paid within 28 days to avoid potential prosecution.

The decision on fines will reflect current rulings by the LA, therefore, If a pupil's attendance is above 96% no fine will be issued. The holiday, however, will remain unauthorised.

### **Pupils Leaving the School Premises (Authorised)**

Pupils leaving and returning to the school go to the main office to inform office staff and relevant documentation is completed (late book, Walsall Absence record, register). Lunchtime supervisors ensure that this procedure is followed during the Lunchtime break.

### **Parents/Carers**

#### **Nursery**

If a child does not attend Nursery on a regular basis the parent/carer will be contacted. If a child continues to be absent (attendance is less than 90%) their place will be allocated to the next child on the waiting list. The parent/carer will be informed by letter and given the opportunity to meet with the Headteacher and discuss this decision further.

### **Pupils not collected at close of school**

Pupils not collected from their classroom by 3:15pm should be brought to wait outside the school office. Attempts will be made to contact parents/carers by phone in order to ascertain the reasons for non-collection. The lateness is recorded in the Late Collection Book by office staff. Where this is a regular occurrence, the Pupil Parent Teacher Support Manager and/or EWO will be notified. In some instances, Children's Service involvement will be sought.

### **Governors**

The Governing Body receives the Headteacher's termly reports, monitors absence and punctuality at least termly and supports the school's efforts as appropriate.

### **Pupils embarking upon or/returning from a period of absence**

The Pupil Parent Teacher Support Manager will liaise with families where pupils are known to be approaching a stay in hospital or absence due to medical or other reasons with the aim of providing appropriate educational activities/homework etc. for the pupil at regular intervals during his/her absence. Appropriate liaison with the EWO/Attendance Officer will take place. On the pupil's return to school, PPTSM will assist in the successful re-integration to the school and with his/her peer group. Outside agencies, such as the Home Tuition service will be involved where necessary.

## **Pupils new to the school**

The PPTSM will be made aware of pupils joining the school throughout the school year and will liaise with the family, class teachers and Teaching Assistants to ensure a smooth transition from the pupil's previous school to Sunshine.

The on-going situation will be monitored regularly by the PPTSM. Other agencies e.g. Children's Services and School Health will be contacted where necessary.

## **Pupil Transition**

The PPTSM will liaise with Sunshine staff and Blakenall Heath's Learning Mentor to determine a programme of transitional activities for Year 2 pupils moving to Year 3.

A similar process will be operated for pupils moving from Valley Nursery and Sunshine Nursery to Reception classes.

## **Rewards**

Children are rewarded on a regular basis for good attendance:

- ✓ The class with the best attendance each week will receive a certificate, a class that achieves 100% attendance will receive a prize.
- ✓ The class with the best attendance each half term will receive a prize
- ✓ All pupil with 100% attendance in a week will be eligible for a random prize.
- ✓ Those pupils achieving 100% attendance will receive a prize at the end of term.

## **Review**

This policy will be reviewed in line with the school development plan, or with regard to external requirements, by the senior management team in consultation with staff.

Reviewed and approved by Policy Committee Summer 2017  
(amendments made to fines and pupils not collected)