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| Humberston Cloverfields Academy  **Attendance Policy**  June 2018 |  |

**Introduction**

Humberston Cloverfields has a good record of attendance levels, which has been consistently above National for a number of years. This has been achieved by the combined efforts of parents who ensure their children attend regularly and the good ethos and exciting teaching that motivate pupils to want to attend.

Occasionally, however, there are some difficulties for a minority of pupils and their families that cause periods of absence which give school concern. This policy has been constructed to support all of our families in ensuring that their child(ren) maintains high attendance. As many parents know, Government statistics show that absence can affect a child’s academic grades and future life choices. Establishing a good attendance routine at primary school will reduce the chance of problems during teenage years.

***Objective Of The Attendance Policy:-***

* To encourage full attendance and punctuality.
* To monitor attendance and apply appropriate strategies to minimise absenteeism.
* To acknowledge and celebrate a successful record of attendance.
* To ensure a consistent approach throughout the school.
* To make attendance and punctuality a priority for those associated with the school, including pupils, parents, teachers and governors.
* To provide support, advice and guidance to parents and pupils.
* To work effectively with other services and agencies to support these objectives.

**Supporting Your Child To Achieve Full Attendance**

There are many ways in which you can support your child’s attendance.

1. Please ensure that your child arrives promptly at 8.50 a.m. into the playground, in order for them to be in the line when school starts at 9.00 a.m. A child arriving after 9.00 am will be marked as late before register closed. A child arriving after 9.10 a.m. will be marked as unauthorised late as the registers close at 9.10 am. If a child is late, an adult must accompany the child to the school office and sign them in. No child will be admitted to the school through another door when the doors are closed. It is important to note that a late mark after the register has been closed may result in an absence mark for the session. Depending on the circumstances, persistent lateness could be subject to a fine. **Lateness is monitored.**
2. Whenever possible, please make medical appointments outside of school hours. If urgent appointments have to be made during school, then an appointment card should be brought into school and shown to office staff.
3. If your child shows signs and symptoms that could be associated with an upset at school or a possible bullying situation then please make an appointment immediately with the class teacher in the first instance to discuss the matter. (see behaviour policy and anti-bullying) Often a continuation of these concerns leads to a refusal to come to school when an early intervention can resolve the matter.
4. If there are exceptional circumstances why you are unable to get your child(ren) to school then please telephone in the first instance to make school aware so that we can work together to support regular attendance.
5. If you are unable to collect your child promptly at 3.30pm due to an emergencythen please telephone school.

**Absence Procedures**

Cloverfields has adopted the First Day calling initiative. Parents must ring school before 9.00 am on the first day of an absence and every day thereafter. If parents do not make contact then the office will text (contact priority no.1) as soon as the register is completed. A parent response is expected immediately. This will begin by 9.30 am at the earliest. This is part of the wider safeguarding procedures for the school, therefore it is extremely important that all of your contact telephone numbers are up-to-date.

* **If parents fail to make contact with the school, the register will be marked as an unauthorised absence unless an acceptable reason is given.**
* If a child is known to have possibly made their own way to school and does not arrive and no message has been received other agencies may be contacted.
* A child arriving late to school must report to the office with their parent in order to sign them in. A ticket will go with the child to the class to let classroom staff know that the child has reported to the office. If the child does not have the ticket, they will be sent back to the office to collect one.
* **Exceptional end of day circumstances –** If parents are unable to collect their child from school promptly at **3.30 pm** please inform the school office as soon as possible. In exceptional circumstances we will supervise children in school until 3.45 pm. After that we will send them to Kids Club. Parents will not be charged, unless this becomes a regular occurrence. If a child has still not been collected at the time of closing Kids Club, Mrs Spruce will take charge, with Social Services/Police being contacted. A charge may be incurred.

**Attendance Monitoring Procedures**

All pupils will have their attendance monitored **for any emerging patterns** and parents may be contacted by the school’s Attendance Officer or the Educational Welfare Officer for the school.

*Attendance below 90% is defined by the DFE as persistent absence.*

*The school’s attendance target is 96%, which is above the national guidelines of 95%.*

* All parents will be notified termly of their child’s attendance.
* An attendance meeting takes place termly with the Educational Welfare Officer to discuss any issues regarding attendance.
* A visit may occur from Education Welfare to offer help in order to get children to school if families are in short term difficulty e.g. illness or bereavement.
* Letters of concern may be sent to parents by Educational Welfare if their child has a pattern of lateness on the register. School will contact the families to discuss any support that may be needed.
* Letters of concern may be sent to parents by Educational Welfare if their child’s absences fall below 95% and/or there are patterns of absences noticed.
* If attendance does not improve over the next few weeks, then a supportive meeting (School Attendance Panel meeting) will be called between Educational Welfare, school and the family to look at ways that the all parties can support and improve attendance. Targets will be set to be achieved over a period of time.
* If the attendance still does not improve, then a meeting (Local Authority Attendance Panel meeting) will be held at the Town Hall where further targets are set.

**Leave For Exceptional Circumstances**

DFE guidance will not allow Head Teachers to give permission for parents to take their child out of school during term time. Any application for leave must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant granting of leave. Parents will be fined for taking their child on holiday during term time without authorisation if the child misses 10 consecutive sessions.

The Education Welfare Service will be informed of any days where:

* leave has not been granted and parents still take a child out of school
* an absence is taken without a request being made

Options open to the Education Welfare Service include:

* the implementation of the Fast Track Procedure, which commences with a School Attendance Panel Meeting, and could lead to prosecution, under Section 444 of the Education Act 1996
* a Penalty Notice ( £60 per child, per parent, rising to £120 per child, per parent if not paid within 21 days, leading to prosecution if not paid within 28 days)

The Head Teacher and Governing body wish to thank parents for their co-operation in this matter as they are aware that the vast majority of parents ensure their child(ren) attend regularly and make the most of learning opportunities on offer at Cloverfields.

Review Date: June 2019

Responsible Person: Mrs M Steeper

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**The Importance of Arriving at School On Time**

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| **If your child is 5 minutes late a day they lose:** | | | | |
| 25 minutes a week | 1 hour 40 minutes a month | 2 hours 30 minutes a half term | 5 hours a term  **This is**  **equivalent to 1 full day** | 16 hours 15 minutes a school year  **This is equivalent to over 3 days** |

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| **If your child is 10 minutes late a day they lose:** | | | | |
| 50 minutes a week | 3 hours 20 minutes a month | 5 hours a half term  **This is equivalent to 1**  **full day** | 10 hours a term  **This is equivalent to 2**  **full days** | 32 hours 30 minutes a school year  **This is equivalent to over 6 full days** |

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| **If your child is 15 minutes late a day they lose:** | | | | |
| 1 hour 15 minutes a week | 5 hours a month  **This is equivalent to 1**  **full day** | 7 hours 30 minutes a half term  **This is equivalent to**  **over 1 full days** | 15 hours a term  **This is equivalent to 3 full days** | 48 hours 45 minutes a school year  **This is equivalent to over 9 full days** |

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| **If your child is 20 minutes late a day they lose:** | | | | |
| 1 hour 40 minutes a week | 6 hours 40 minutes a month  **This is equivalent to over 1 full**  **days** | 10 hours a half term  **This is equivalent to over 2 full**  **days** | 20 hours a term  **This is equivalent to 4 full days** | 65 hours a school year  **This is equivalent to 13 full days** |

It is important for your child to arrive punctually for school so they do not miss out on valuable learning experiences

Morning sessions begins at 9.00am.

Registers close at 9.10am

Afternoon session begins at 1.00pm