

**THE HESSLE FEDERATION**  
**PENSHURST PRIMARY SCHOOL**  
**ATTENDANCE POLICY AND PROCEDURES**

Effective Date: March 2009

Date of minuted approval by the governing body: 24 February 2009

Review Date: March 2011

### **Aims**

We aim to achieve the highest possible attendance by our pupils. Good attendance is an essential prerequisite to achieving high standards and we will take every opportunity to promote the importance of attendance with pupils and parents.

### **Promoting Good Attendance**

Penshurst Primary School seeks to take every opportunity to raise the profile and importance of good attendance with both pupils and parents.

Monthly attendance figures for year groups and the school are published for pupils and staff. Pupils with full attendance for each month are listed publicly and congratulated.

Pupils with full attendance and punctuality for a full term are rewarded with a certificate signed by the Headteacher.

### **Recording Attendance**

Student attendance is recorded electronically. Absence and attendance codes used are provided by DCSF (guidance for schools and local authorities, May 2008), see appendix (a).

In line with DCSF guidelines registers will close to pupils 30 minutes after the register was taken. As a result pupils registering after 9.15 am and 1.45 pm will be recorded as code U (an unauthorised absence).

### **Monitoring Attendance**

#### *Day to day monitoring of attendance*

- Parents are regularly reminded by the school that it is preferable for the school to be informed by telephone if a pupil is legitimately absent from school. This is done by information on the school's website, newsletters, annual letter to parents during the Summer holiday and information given to parents when pupils start the school (home-school agreement).
- Attendance is checked twice daily by the school's secretary and contact is made with parents on the first day of absence. Problems arising from making parental contact are passed on to the Head of School or Deputy Head who will decide on the appropriate action to take.
- Whenever a pupil absence is recorded as unauthorised parents are sent a letter explaining that this has been done and providing the opportunity to discuss the absence further (appendix b).

When a pupil has 10 unauthorised absences in a 13 week period the secretary will liaise with the EWO to initiate a penalty notice.

#### *Longer term monitoring of attendance*

- The Education Welfare officer visits the school weekly and is informed of any concerns re pupil absence / welfare issues. In addition the EWO monitors pupils with an attendance of 80% or less on a weekly basis and works with the secretary and Head of School / Deputy Head to resolve any issues that arise and put together attendance plans for pupils when needed.
- At the end of the Autumn term pupils with an attendance of 85% or less and not already on an attendance plan are sent a letter and attendance certificate from school indicating a concern re poor attendance (appendix c).
- Pupils are closely monitored over the first half of the Spring term and if a significant improvement is not made the parents are invited to attend a school led panel run by Head of School / Deputy Head and the federation attendance officer. During this meeting the reasons for absence are examined and support offered from the school to help improve attendance. If the pupil's attendance does not significantly improve over the next half term the matter will be passed to the EWO who will probably initiate a full attendance panel.
- The monitoring of the 85% or lower attendance pupils will continue at half termly intervals and follow the above procedures.

#### **Holidays During Term Time**

The school informs parents (home-school agreement) that parents should not normally take pupils on holiday during term time.

On occasions when parents approach the school with a request for holiday absence the following will take place.

- The parent will be asked to visit the school to discuss the request and complete the holiday form (appendix d) with the Head of School / Deputy Head.
- Following the parental interview, except in exceptional circumstances, a parent shall not be granted more than 10 days leave of absence in any school year.
- If parents keep a pupil away for longer than was agreed, any extra time is unauthorised.
- If the school does not agree absence and the pupil goes on holiday the absence is unauthorised.

#### **Maintaining High Standards of Punctuality**

Punctuality is monitored on a weekly basis. Pupils receiving a significant number of late marks are identified by the secretary who will inform the Head of School / Deputy Head who will make contact with parents to discuss the concern over punctuality.