

ROWAN GATE PRIMARY SCHOOL



SCHOOL ATTENDANCE POLICY

Rowan Gate Primary School's culture means that pupils should feel that their presence is important and that they will be missed if they are absent or late. The school's aim is to encourage every pupil to achieve high levels of attendance and excellent punctuality. We strive to make school a place where children want to be, and parents want to bring them.

Parents/carers are requested that they notify the school in the morning of the first day of absence, giving the reason and, if possible, the duration of absence.

If children are absent from school and a parent/ carer has not informed the school, this will be followed up with a telephone call home by a member of the administration team. The appropriate absence code will then be added to SIMS with an additional comment if necessary.

Class teachers are responsible for taking and recording the class register on SIMS in the classroom. The register closes at 9.30 each morning and 1.30 each afternoon. Children in school at these times will have a present mark (✓) Children not present at registration closure, will have the appropriate code (I, M, C, N) and an additional comment if necessary. Where the reason for absence is not known (Code N) the information will be passed from the administration team to the family support Team to follow up on. Once known, the code will be communicated to the administration team for SIMS entry.

The parents of pupils whose attendance causes a concern will be contacted by the Family Support Team and the importance of regular attendance will be discussed.

The Head Teacher reports annually to the Governing Body on attendance matters.

Our processes and procedures are informed by government guidance 'Working together to improve school attendance' (DfE May 2022)

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. Rowan Gate Primary School is obliged by law to differentiate between authorised and unauthorised absences. A letter or telephone call does not in itself authorise an absence.

An absence may be authorised if:

- A pupil is ill or 'prevented' from attending by an unavoidable cause.
- The absence occurred on a day set aside for religious observance by the religious body to which a pupil's parents belong.

- A pupil is absent with leave (granted by the Head Teacher or Governing Body).
- A pupil's transport fails to arrive.
- A family bereavement.
- An exclusion.
- A pupil is involved in an exceptional special occasion.
- Medical appointment.

As a special school, we recognise that some children and families may have additional mitigating factors which contribute to attendance difficulties. These will always be considered and families will be treated with respect, courtesy and a solution focused intent.

An absence will be unauthorised if:

- No explanation is forthcoming.
- Shopping trips.
- Birthdays.
- Family Holidays (Which have not been authorised by the below procedure.)

Holidays

In line with amendments to The Education (Pupil Registration) (England) Regulations amended 2016, Rowan Gate Primary School will not ordinarily authorise any term time holiday. In exceptional circumstances, holiday authorisation may be granted at the Head Teacher's discretion. A holiday request form will be supplied from the school office for holidays to be considered.

Procedures for following up absences and lateness

If a pupil is absent without an explanation being received, the school office, where possible, will contact the parent/carer on the first day of absence. If the office staff are unable to get a response, the Family Support Team will endeavour to make contact and ascertain the reason for absence. The appropriate code will be communicated with the Administration team so it may be entered onto SIMS.

If the absentee is a pupil with whom there are already concerns, or who is considered vulnerable due to their specific circumstances, the school will make every effort to contact the parent/carer immediately. This will be recorded on CPOMS.

If contact cannot be made with a family, we will continue to try. When the pupil returns to school, a reason for the absence will be sought. This can then be coded and added to SIMS.

If a pupil is persistently absent or late the school will contact the parents/carers and record the conversation on CPOMS. Parents/ carers will be offered a meeting to support in improvements being made.

If a pupil is persistently absent or late and the school's efforts to improve the situation have been unsuccessful, the Pastoral Assistant Head (after discussion with the Head Teacher) will consult with the Education Inclusion & Partnership Service for further support with the potential that the EIP will then contact parent/carers.

Pupils arriving late in school are to report to the School Office where the time of their arrival will be noted, the reason for lateness and the pupil signed in. Pupils leaving early should be signed out by their parent giving the reason for leaving school early. Incidents of arriving late and leaving early will be monitored by the Head Teacher/ Pastoral Assistant Head.

This is intended to enable members of staff to establish:

- a) If a pupil is absent.
- b) What method of communication has been made with parents of absent pupils.
- c) The time of arrival of a pupil who is late for registration.

Communications from parent/carers received by the class teacher will be initialled, dated and delivered to the School office.

This Policy will be reviewed bi-annually; or sooner subject to new guidance.