

**Stanborough Primary School**  
**Attendance Policy**

**1. Introduction**

Stanborough Primary School, with due regard to safeguarding duties, is committed to achieving excellent levels of attendance at the school. Underpinning this commitment is the belief that if children attend school regularly and punctually, they will be best able to take full advantage of the educational opportunities available to them.

This Attendance Policy is intended to provide an agreed framework within which consistent practices and procedures can be applied.

It is expected that parents, pupils, teachers, the Senior Leadership Team and the Governing Body will work together in order to achieve excellent levels of school attendance and punctuality for all pupils.

**2. Responsibilities – Parents and Carers**

Parents are responsible for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. A child reaches compulsory school age on or after their fifth birthday. (If they turn 5 between 1 January and 31 March, they are of compulsory school age on 31 March. If they turn 5 between 1 April and 31 August, they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, they are of compulsory school age on 31<sup>st</sup> December.) Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.

Parents should:

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the attendance policy
- impress upon their children the need to observe the school's code of conduct
- take an active interest in their children's school career praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with the school to resolve any issues which may lead to non-attendance
- notify the school if their child is absent. This should be done as soon as possible, preferably by 10am, on the first day of absence. They should also provide an explanation for the absence. The explanation should be confirmed, in writing, when the child returns to school
- avoid arranging medical/dental appointments during term-time
- avoid booking holidays during term time
- understand that it is the school, not the parents, who authorise absence.

**3. Responsibilities – School**

The school is responsible for supporting the attendance of the pupils and for addressing any problems that may lead to non-attendance.

All staff, including ancillary and administrative staff must see attendance as part of their responsibility by acting as role models and working hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school.

The school calls an attendance register at the start of the morning and again at the start of the afternoon session, to record whether pupils are present or absent.

For pupils of compulsory school age, the school is required to differentiate in the register between absence that is authorised and absence that is unauthorised.

The school should

- work actively to maximize attendance rates, both in relation to individual pupils and for the pupil body as a whole
- have clear procedures in place to address persistent absence
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- have clear attendance procedures which are consistently applied and clearly communicated to all parents, pupils and staff.

#### 4. School Attendance Procedures

- The Headteacher will assume overall responsibility for attendance.
- The Headteacher will work closely with Admin staff and Teachers to apply the policy.
- Parents will notify the school if their child is absent. This should be done as soon as possible, preferably by 10am, on the first day of absence. They should also provide an explanation for the absence. The explanation should be confirmed, in writing, when the child returns to school.
- Pupil attendance is tracked by Class Teachers, the Headteacher and the office via Scholarpack.
- The Headteacher informs parents of the data via the newsletter and sets whole-school/class targets.
- The procedure for addressing concerns regarding attendance are as follows:
  - The Class Teacher shares the attendance data with relevant parents at parents' evening and discusses the effects and implications on learning.
  - If attendance doesn't improve or continues to deteriorate, the Headteacher writes to parents informing them of the concerns (Appendix 1).
  - If following the letter there is no improvement in attendance, the Headteacher invites parents in to discuss the matter and set up a parenting contract (Appendix 2), to include systems for rewarding good and improved attendance. All schools have legal powers to use parenting contracts to address poor attendance.
  - Governors are informed of the concerns and advise the Headteacher regarding next steps. This will include discussions regarding referral to the County Council's ISL (Integrated Services for Learning) Attendance Team.
  - The school will keep all absence notes for at least one term and where a pupil's absence is a cause for concern, will retain the notes until there is no longer a concern.
- Parents will complete an Absence Request form to request leave, clearly stating the dates and reason for absence.
  - Requests must be made as far in advance as possible.
  - Absences can only be authorised by the Headteacher.
  - Reasons such as family bereavement or taking part in a religious event are acceptable for short absences.
  - Birthdays and shopping days are unacceptable reasons and will be unauthorised.
  - The Headteacher will consider each application individually, taking into account the facts, circumstances and context.
  - Only in exceptional circumstances will leave be granted.
  - The Headteacher will take into account the record of attendance which should not fall below 96% per academic year.

#### 5. Registers

Registers are marked by teachers between 8.45 and 8.55am (and again after lunch break). Registers will remain open, via the school office, until 9.15am. Pupils arriving during this time will be marked in as late. Any pupil arriving after 9.15am will be marked as having an unauthorised absence unless there is an acceptable explanation, e.g. attending an early morning medical appointment.

The Y6 Prefects ring the bell at 8.55am, to signify the end of the registration period and that registers are being collected. (In the afternoon, teachers send the register to the office. Registers must not be detained/kept in the classroom.)

The absence and attendance codes used are taken from the DFES School Attendance - October 2014.

Paper Registers are kept in a secure place for a period of not less than three years.

## **6. Related Documents**

This policy relates to the following documents:

School Attendance Parental Responsibility Measures - DFES - January 2015  
Local Authority Policy on School Attendance – Hertfordshire - October 2013  
Advice on School Attendance and Absence – Gov.uk  
Education Act - 1996

## **7. Monitoring & Evaluation**

The Headteacher is responsible for monitoring attendance and for evaluating the effectiveness of the policy.

**May 2017 – Review June 2018**

## Appendix 1



### Stanborough Primary School

Stanborough Primary School

Appletree Walk

Watford

Hertfordshire

WD25 0DQ

**Phone:** 01923 673291

**Email:** [info@stanboroughprimary.org.uk](mailto:info@stanboroughprimary.org.uk)

**Headteacher:** Mrs. Angelika Horwood

04 May 2017

Dear Parent/Carer of [firstname] [surname],

I am writing to you to reinforce the importance of regular and consistent school attendance for [firstname]. As you know, having chosen Stanborough Primary School & Nursery for your child, a good education gives your child the best possible start in life; it helps young people obtain secure employment and develop into mature and responsible citizens.

As a school we are aiming for a minimum attendance of 96%, with outstanding attendance being above 98%. Anything below 94% is considered weak, under 90% is poor and if attendance is below 85% we will have serious concerns (this is also considered persistent absence by the DFE).

Your child's Teacher will have already alerted you that their attendance is below the 96% required and it is important that this improves immediately. Currently your child's attendance rate is **xx%** since the beginning of the academic year. This is made up of **xx absences out of xx possible sessions, xx of which are unauthorised absences**. We will be monitoring your child's attendance closely in the weeks to come and if this does not show clear signs of improvement, I may have to ask you to come into school to discuss strategies to improve your child's attendance.

Kind regards,

Angelika Horwood  
Headteacher

Overall Attendance Percentage: **xx%**  
Overall Authorised Absence Percentage: **xx%**  
Overall Unauthorised Absence Percentage: **xx%**

**Appendix 2**



**Stanborough Primary School**

**Attendance Contract Template**

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	

<b>Present at meeting:</b>	
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<b>Action agreed</b>
EXAMPLES OF ACTION AGREED: <ul style="list-style-type: none"><li>• Pupil will arrive at school by 8.30 a.m. every day.</li><li>• Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</li><li>• Parent will provide medical evidence for every sickness absence pupil may incur.</li><li>• Are any issues preventing pupil from attending regularly, school staff will be informed?</li></ul>

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer  
..... Pupil  
..... Headteacher  
..... Other Agency