

Summerfield Primary School Attendance Policy

Aim

Summerfield Primary is committed to providing an environment where pupils feel safe, happy, valued and welcome. Good attendance is essential for a child to reach their true potential and we will work in partnership with parents/carers to achieve this.



Pupils

We expect pupils to:

- Attend school regularly
- Be in school at 8.55am with all they need for the day.

Parents

We expect parents to:

- Ensure children come to school every day possible
- Contact school on every first day of absence
- Ensure children arrive on time with all they need for the day
- Apply for leave of absence if taking children out of school for any reason

School will:

- Encourage and reward good attendance
- Record attendance and punctuality accurately
- Make contact with parents if a pupil fails to attend and the school has not been notified.
- Support parents having difficulties getting their children to school.

Incentives

We will reward good attendance by:

Weekly

- Trophy and certificate awarded weekly to class with best attendance of the week. Graphs of whole school attendance displayed outside each class and around school.
- Classopoly played weekly if classes achieve 96% or above and win rewards from staff.
- Weekly attendance token for coming to school and on time each day and children can choose prizes.

Half Termly

- Children who achieve 95% or above for half term will receive a well done certificate
- Children who have 100% for Half term will receive a 100% certificate.
- Copy of individual registration certificates sent home.

Termly

- Copy of individual registration certificates sent home.
- Children who have 95% attendance for the term will receive a certificate
- Children who have 100% attendance for term will receive a 100% certificate

Yearly

- Any child who achieves 95% or above will receive a certificate.
- Any child who achieves 100% or above will receive a certificate and voucher
- The class who have won the weekly trophy most in the year will receive an additional end of year reward.

Daily Attendance Procedures:

- 8.55am the school day starts. 1.00pm the afternoon session starts for keystone 1 and 1.10 pm for keystone 2
- 9.10am the classroom doors close.
- Children arriving after 9.10am or 1.00pm must report to the office and reasons noted in the late book they will be given an 'I've been registered' card.
- Teachers verbally informed of an absence should enter the appropriate code in the register and/ or note the reason beneath the register.

- The register will close at 9.15am and 1.15pm any pupil arriving after this time will be marked as absent late. This will be coded a U which is an unauthorised absence (office staff will extend time in the event of bad weather)
- Learning Mentor or office staff will make first day contact call if no reason for absence known as part of our safeguarding procedures.
- For children with 90% and below attendance will receive an unauthorised mark unless a medical certificate/note produced or staff are aware of valid medical reasons.

Half Termly / Termly

- Children who have attendance below 92% to be checked for patterns of absence, unauthorised absence and lates.
- Deputy Headteacher and Learning Mentor to meet and discuss attendance each half term.
- Parents of children with attendance below 92% will receive a letter informing them of the fact. Parents of children with attendance below 90% will be asked into school for a meeting.

Holidays

No leave of absence for holidays during term time will be authorised unless there are exceptional circumstances. Parents may face fines for unauthorised absence.

Punctuality

Summerfield will promote punctuality through the breakfast club and following up persistent lateness with parents. Letters will be sent to parents if they are regularly late with a leaflet on how lateness affects children's education.

Children missing in Education (CME)

Where there are children who are missing in education the school will make reasonable attempts to contact the parents. If child's whereabouts not found a referral to CME team will be made following the LCC procedures on missing children.

Safeguarding

We follow Bramley Cluster Absence from School - a Process procedure

First day contact calls are made as part of our safeguarding procedures

Lateness and non-attendance at school could be considered a safeguarding issue. Information may be shared with designated safeguarding and child protection staff.

Advice

Attendance issues are supported by referrals to Cluster and advice from Leeds City Council Attendance Team.

Reviewed 2018

To be reviewed 2020