

Dixons Music Primary

Policy Documentation

Policy: Attendance - Pupils

Responsibility for Review: Principal
Date of Last Review: September 2015

Attendance – Pupils

Principles

The Academy is committed to ensuring that pupils and parents understand the absolute importance of full attendance at the Academy.

Aims

- To create an environment in which pupils are enabled to achieve their full potential and succeed in every aspect of school life.
- To form an active partnership with parents to support the learning of their children.
- To ensure regular contact with pupils in order to safeguard their well-being.

Practice

The Academy has in place a coherent system of monitoring student attendance. Class teachers, the school administrator, the Behaviour and Attendance Officer and the Principal are all involved in monitoring attendance. SIMS is used to manage the information. Absence from the Academy is permitted, if advance notice is given, for emergency family situations and illness.

Medical and dental appointments must be made outside Academy hours; specialist appointments will be authorised but only on production of the original appointment letter. Leave of absence for holidays in term time is **not permitted** and is strongly discouraged.

Taking the register – class teachers

The Register is a legal document which must be completed fully and on time. Should a pupil not be in registration they should be marked absent. However, if class teachers are aware of any appointments elsewhere, in or out of the Academy, these should be recorded using the relevant code (see guidance on taking register). Pupils who are absent during registration should be marked on the absence sheet. Absences will be followed up by the administrator and passed on to the Behaviour and attendance officer. Teachers must complete a head count to ensure that the pupils present on the register matches the number of children present in the classroom.

Dealing with absence

Parents / carers are asked to ring the Academy each morning of the pupil's absence. If they do not ring, the Behaviour and Attendance Officer will ring home to enquire about the absence. Absences are recorded on SIMs outlining details i.e. pupil's name, date and reason for absence. If no contact has been made on the second day of absence then the absence will be treated as unauthorised. At the end of the week an Unauthorised Absence Report is generated and a letter asking for an explanation is sent home. The list of pupils with unauthorised absence is printed and passed to the Principal.

If a student is absent for three consecutive days the Behaviour and Attendance Officer will contact home to gauge when the student will be returning to school and to arrange for missed work to be sent home if appropriate.

If the Behaviour and Attendance Officer suspects there may be a pattern developing in the absences of a particular student, or groups of pupils, then a Registration certificate can be printed from SIMS.

A formal meeting will be held with parents to address any potential underlying issues and to encourage and support improved attendance. This is a record of attendance for the whole year and it is sent home periodically in the pupil's annual report for parents' information. It is a confidential document and therefore should be kept carefully and only shown to the student and/or their parents.

The Principal has poor and 'persistent' absentees brought to their attention by the Behaviour and Attendance Officer. This is any pupil with an attendance rate of less than 96%. This information is used by the Principal to counsel the parents about the damage to the pupil's education or record / reference which can be done by frequent absences. The Principal meets the pupil's parents to point out concerns and agree ways forward. These are reviewed every 10-week cycle, where improvements will be celebrated and action plans developed for further increases in absence. More frequent meetings with the Principal and Attendance Officer may be required.

Holidays in term time

Family holidays during term time will not be permitted. Schools are required by law to unauthorise holidays in term time. Any holidays taken in term time have a detrimental effect on children's learning and if parents choose to take children out of school for this reason, then the Academy may respond with a fixed penalty notice in accordance with guidance from the DfE and Bradford Council. Parents may also risk losing their child's place at Dixons Music Primary.

Family crisis

In exceptional circumstances, such as a family crisis, the Principal may authorise up to 10 days absence. In this case, the Principal must be informed as soon as possible. Each case will be considered individually.

Punctuality

The Registration system is also used to notify Class Teachers and the Principal about pupils coming into Academy late, which must be actively discouraged.

Classroom doors open at **8.15am** and will close at **8.30am**. Anyone arriving after this time must report to the school office. Late children will be given a late mark.

The Behaviour and Attendance Officer will send a note to parents informing them when their child is late more than once in a week. If children are persistently late to school, parents will be invited to meet with the Principal to discuss solutions. One such solution may be to attend the Breakfast Club.

If pupils continue to be persistently late, the Academy may also respond with a fixed penalty notice.

Celebrating good attendance and punctuality

100% attendance in each cycle is recognised in celebration assemblies with certificates. 100% attendance over the year is rewarded by a special treat at the end of each academic year. There are also attendance and punctuality weeks which will be identified throughout the year. Prizes will be given for good attendance and punctuality as well as improved attendance and punctuality.

Attendance and punctuality targets

Targets for attendance and punctuality are set on a yearly basis and can be found in the development plan. The aim for pupils is 97+% attendance and 100% punctuality. Pupils and their families should be aiming to achieve at least these targets.

Unexplained absence

The Academy takes seriously its duty to safeguard the welfare of all its pupils. Unexplained absences and a lack of contact from the parent / carer may cause us concern and lead to us involving other agencies such as Social Services. Social Services will be contacted within 2 days, for any child with a Child Protection Plan.