

Nutfield Church C of E Primary School

Attendance Policy



Nutfield Church (C of E) Primary School Mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

This policy has been drawn up following the guidelines laid out by DES and Surrey Education Welfare services.

Reviewed: **January 2018**

Next Review: **Spring 2019**

The staff of Nutfield Church Primary School are committed, in partnership with the parents, carers, pupils, governors, the Local Education Authority and the Southwark Diocesan Board of Education to building a school which serves the needs of the community commendably, and of which the community feels part of.

The school staff, alongside the LA, firmly believe that continuity of attendance promotes better learning through maximising the opportunities for each pupil to realise his/her true potential. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

As a school we expect that all pupils will:

- attend school regularly;
- attend school punctually (i.e. arrive at school after 8.40 a.m. and before 8.50 a.m. when the bell rings.);
- attend school appropriately prepared for the day;
- let their Class Teacher or Headteacher know of any problems that deter them from attending school.

As a school we expect that all parents/carers have day to day responsibility for the children and will:

- acknowledge regular school attendance of their child/children is their legal responsibility
- ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- ensure that they contact the school whenever the child/children is unable to attend school;
- contact the school on the first morning of the child's absence and send a note on their return to school;
- contact the school promptly whenever any problem occurs that may keep the child away from school.
- Not take their children out for holidays during term time (see **absence process**)

School staff will:

- keep regular and accurate records of attendance for all pupils twice daily as their legal responsibility
- monitor every pupil's attendance
- monitor all pupil's attendance for patterns and trends
- contact parents as soon as possible when a pupil fails to attend where no message has been received
- follow up all unexplained absences to obtain notes authorising the absence
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance

Class Teachers

- to complete registers accurately and punctually at least twice daily;
- to follow up any unexplained non-attendance;
- to record all reasons for absences in the register;
- to inform the Home School Link Worker of any attendance concerns;
- to be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Headteacher.
- refer irregular or unjustified patterns of attendance to the Education Welfare Service

Holidays

- The school holiday dates are published a year in advance and we expect that parents/carers ensure any leave is booked during the school holidays. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

Encouraging Attendance

Nutfield Church Primary School encourages regular attendance in the following ways:

- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after 9.05am this is deemed as late. The registers will close at 9.25am and any arrival after this time will be marked as a 'U' code and the lateness will be deemed as an unauthorised absence. The pupil's name will be noted in case of a fire drill; persistent lateness may be notified to the Education Welfare Officer.
- by monitoring pupils, we may inform parents/carers in writing of irregular attendance (below 95%). If the attendance of the child does not improve, we may arrange a meeting between the Parent/Carers and our Headteacher and the Home School Link Worker. The school may ask for medical evidence to verify absence from school. Any absence not verified will be marked as unauthorised. This may result in a referral to the Education Welfare Service.

Other Non- Attendance

For medical and dental appointments during the school day, the school should be informed as soon as possible (preferably by a letter in advance) and unless the appointment is very early or late in the day the pupils should attend school before and after the appointment. Every effort should be made to make appointments outside of the school day.

Changing schools

It is important that if families decide to send the child/children in their care to a different school that they inform the Headteacher as soon as possible. A pupil will not be removed from this

school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

We do not send on the child's personal school records until the receiving school contacts us, with that school having first accessed the Data Manager Common Transfer Files Tracking System. In the event that the school has not been informed of the above information, we are obliged to refer this on to the Education Welfare Service.

Responding To Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or message is received from the parent/carer by 9.20 a.m. the school will try to contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If there has still been no contact made, the school will send a letter of concern to parents/carers or invite them into school to discuss their concerns.

Low Level Attendance

Where a pupils has been identified as having level attendance (below 95%) the following procedure will be followed and led by the Home School Link Worker and the Headteacher.

- 1 – A letter of concern is sent out to the family (Appendix 1)
- 2- If no change after review period a further letter is sent out (Appendix 2)
- 3 – Possible court action



Nutfield Church (C of E) Primary School

**59 Mid Street
South Nutfield
Redhill
Surrey RH1 4JJ**



**Telephone: 01737 823239
E-Mail- info@nutfield.surrey.sch.uk**

**Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
Deputy Headteacher: Miss Anna Morris – BA PGCE**

Address

Date

Dear Parents,

As Home School Link worker I am required to check the attendance of all children at our school and to look into any child's attendance that drops below 95% as advised by the Education Welfare Officer.

During my recent check I noticed that the attendance for XXX is currently showing XX%. If there is any help we can give you to improve this record please contact me via the school office.

I hope that there will be an improvement by my next check.

Yours sincerely,

Mrs L. Bainbridge
Home School Link Worker

Appendix 1



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**Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
Deputy Headteacher: Miss Anna Morris – BA PGCE**

Date

Dear Parents,

Re: xxx Attendance Concern

I am writing to you with further concerns about «first»'s attendance.

To date xxx has been absent for a considerable number of days to the extent that «heshe» has only had *% attendance so far this year. Because «first»'s education is important to us we can no longer authorise any further absences for him/her.

Any future absences must be covered by medical evidence, for example, a prescription, doctor's appointment or GP letter. It will also be acceptable just to get the GP to sign an appointment card if that is more convenient. If we do not receive this evidence the absence will be recorded as "unauthorised".

XXX absences from school will be having a serious impact on «hisher» learning and achievement and so we would ask you to ensure that «first»'s attendance improves over the coming weeks and months. If XXX attendance doesn't improve it might be necessary to refer them to the Education Welfare Service.

I will continue to monitor XXX attendance over the coming weeks and hope that the situation will improve and that you will be able to support the school in this matter.

Yours sincerely,

Imogen Woods

Loraine Bainbridge

Headteacher

Home School Link Worker

Appendix 2