



MORGANS PRIMARY SCHOOL AND NURSERY

MORGANS SCHOOL ATTENDANCE POLICY

Initial Statement

At Morgans School, we want the whole school community . governors, staff, parents and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in our school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Target Setting

- This school sets targets in accordance with Statutory Instrument 2005 No. 58 . The Education (School Attendance Targets) (England) Regulations 2005. For the school year 2007/2008, the target for reducing the number of absences from school is **0.5%**.
- The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school. This years target is **95.2% or more**.

Expectations

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them.

Expectations for school:

- Morgans School will provide a safe learning environment.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Morgans School will follow up all instances of poor attendance and punctuality.

Expectations for parents:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
- Parents will inform school on the first day of absence, of the reason for their child.s absence from school.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that school are informed of any changes of contact details.

Expectations for pupils:

- All pupils are expected to attend school and all of their lessons regularly and punctually.
- Pupils must remember to hand any note giving reasons for absence to the relevant person.
- Pupils are expected to be ready to learn.

Doors open

- Breakfast Club opens at 8am
- School doors open at 8.45am. Pupils may enter the building at that time. Pupils should not arrive at school before 8.40am.

Registration

- Registers are called at 8.50 am in Queens Building (years 3 to 6)
- Registers are called at 9am in Mandeville Building for all classes.
- The afternoon registers are called at 1.00pm for Reception classes with the register closing at 1.10pm.
- The afternoon registers are called at 1.15 pm for Years 1 & 2.
- The afternoon registers are called at 1.30 pm for Years 3 to 6.
- Registers close at 9.10 am and 1.20 pm (Years 1 & 2)
- Registers close at 9.10am and 1.35 pm (Years 3 to 6).
- Registers are marked consistently by staff.
- Any pupil arriving after closure of the register will be marked absent for the whole of the session.
- Registers will be marked in accordance with DfES guidance.

Lateness

- Any pupil arriving after 9.10 am or 1.40 pm should report to the main school reception in Queens building to sign in the appropriate book.
- Parents should telephone the school in advance if they know that their child is going to be late for either session.
- Persistent lateness will be challenged initially by the class teacher and subsequently by the Headteacher and Education Welfare Officer if no improvement is made. In cases where there is a genuine and persistent difficulty our Inclusion Leader will work with the family.
- Information on late arrivals is transferred into the register by the class teacher at the next session.
- If lateness is due to circumstances outside the pupil.s (parent.s) control i.e. late buses or road closures etc then the late arrival will be authorised.
- In the event of a fire the late and authorized absence books are taken out of the building to be checked against the registers.

Absences

- Notification must be provided for all absences from school.
- Absences are accepted from parents, grandparents and on occasions older siblings.
- Telephone messages from parents are acceptable as notification on the first day of absence.
- A duplicate message book is used to record the information thus ensuring that a copy is held by the school office and the class teacher.
- These records are held for one year.
- Absences are authorised by designated staff within the school.
- The school will authorise absences for Graduations, Music & dance examinations, significant family events, moving house etc.
- The school will not authorise absences for pupil.s birthdays, shopping trips, looking after siblings or parents who are unwell. Holidays in term time, requested in retrospect. Visits to the vets with family pets.
- School may decide not to authorise absence, even when a reason is provided.
- The decision to authorise an absence lies with the Governing Body and Headteacher.

Leaving and Returning to School during the School Day

- When pupils leave or return to school during the school day, class teachers and office staff must be notified.
- Parents have a responsibility to sign their children out and in again, in the Authorised Absence Book which is held in the main reception.
- The signing out book is taken out in the event of a fire to cross reference with the registers.

Following up Absence

- Morgans School follows up all absences from school.
- After 3 days if nothing has been heard regarding an absence a telephone call will be made to parents.
- Half termly letters will be sent home to pupils with an unsatisfactory attendance during that time.
- Meetings will be held with parents in school if the unsatisfactory attendance continues.
- The Education Welfare Officer (EWO) will be informed will write to parents. Separate meetings maybe arranged to discuss the issues.
- The school will notify other professional bodies should the need arise.
- Pupils are well supported on a return to school following a long absence.
- In the event of a pupil.s long term absence due to ill health the Inclusion Leader will contact the Hospital Home Education Department.
- The school secretary is responsible for completing the EWN1 form . pupil removed from school roll.
- The school has a clear exclusion policy.

First Day Response

- Morgans School uses First Day Response if there is a particular issue with an individual child.

Term Time Holidays

- Morgans School discourages parents from taking family holidays during term time.
- The school has a clear form for completion if a parent wishes their child to have an absence during term time.
- The form clearly states that time off during term time is discouraged.
- The school follows the county guidelines on absence during term time.
- Requests for absence are to be made in writing at least two weeks before the first date of absence.
- Parents are aware that requests made in retrospect will not be granted.
- Parents are not currently interviewed regarding requests for absence but they are asked to write a detailed request to the Chair of Governors.
- A record is kept of the number of days in an academic year that an individual pupil has requested / been given holiday during term time.
- Granting of these requests takes into consideration the pupil.s individual and family circumstances.
- Time off during term time is actively discouraged during Year 6 SATs week. Dates are published to parents well in advance.

Penalty Notices

- At Morgans School we expect parents to work with us to address attendance problems. If a pupil has at least 21 sessions (half day= 1 session) unauthorised absence in a term (including unauthorised holidays)the head teacher may ask the LEA to issue a Penalty Notice. The penalty is £50 if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days. If the penalty is not paid the LEA may prosecute the parents for their child.s irregular attendance.

Rewards

- Morgans School rewards good attendance.
- 100% attendance certificates are issued to pupils during the latter half of the summer term.
- Attendance over 95% is also acknowledged with individual certificates during the summer term.
- A weekly attendance cup is awarded to individual registration groups with the highest percentage attendance.

Working with the Education Welfare Officer (E.W.O.)

- Morgans School works in partnership with the allocated E.W.O. to improve attendance for individual pupils and the whole school.
- The Headteacher/Attendance Co-ordinator meets the E.W.O. on an agreed schedule.
- Morgans School works with individual pupils and their parents to improve poor attendance.
- When attendance does not improve sufficiently, and after discussion with the E.W.O. the school will make a formal referral to Children, Schools and Families.

Publication of Information

- Parents, pupils, staff and governors are informed of whole school attendance issues and statistics on a regular basis.
- Morgans School shares information on individual pupils. attendance as necessary with parents, pupils and staff.

A summary of the policy is included in the School Brochure and Information for New Parents.