



Inspiring Learners to Achieve Big Dreams

THE CRESCENT PRIMARY SCHOOL

Attendance Policy

As a school we know that all pupils benefit from regular school attendance. 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.

Expectations

We expect that all pupils will:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day

We expect that all parents/carers/persons who have day-to-day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day
- Ensure that the child/children are collected from school by a responsible adult aged 16 or over
- Contact the school on the first day of the child's absence and telephone every day thereafter unless your child has a doctor's certificate
- Contact the school promptly whenever any problem occurs that may keep the child away from school
- Make their child's medical appointments after school hours or in the school holidays. Where this is unavoidable the class teacher **must** see the letter from the hospital/doctor/dentist with the appointment date and time in order for the absence to be authorised.

We expect that school staff will:

- Keep regular and accurate records of attendance for all pupils, at least twice daily
- Monitor every pupil's attendance
- Contact parents as soon as possible when a pupil fails to attend and no message has been received to explain the absence
- Follow up all unexplained absences to obtain notes authorising the absence
- Encourage good attendance
- Provide a welcoming atmosphere for children; a safe learning environment and a sympathetic response to any pupil's concerns
- 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;
- Refer patterns of attendance which cause concern to Education Welfare.



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Grant for Leave of Absence

The school wants the best for every child and monitors their progress rigorously. We cannot teach the children if they are not in school. If a family feels absence in term time is unavoidable, a Grant for Leave of Absence in Exceptional Circumstances form must be completed at least two weeks prior to the leave date. This can be obtained from the School Office.

The Head teacher will then decide whether the absence will be authorised. No parents can demand leave of absence for their child as a right.

Parents must be aware that we will not authorise absence for birthdays or family holidays.

Encouraging Attendance

The Crescent Primary School encourages regular attendance in the following ways:

- Providing a caring and welcoming learning environment and learning that is such fun that children will not want to miss it.
- Responding promptly to a child's or parent's concerns about the school or other pupils;
- Marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, a late mark will be recorded. If a child arrives after 9.25am it will be recorded as late absence and counted as an unauthorised absence. All pupil's who arrive after the gates are closed at 8.50am will be recorded late
- Publishing and displaying attendance statistics
- Celebrating good and **improved** attendance
- Monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Officer (EWO) if the irregular attendance continues

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 telephone call is received from the parent/carers by 9.30 a.m. the school will call. If the family are not on the telephone, a letter will be sent
- If there is no response, the school will continue to try to contact the parent/carers and another contact on the child's records. If by the end of the second day there has been no response the school's family support worker will undertake a home visit or request police / social care undertake a welfare check
- Failure to comply with the expectations set by Educational Welfare may result in further action, an application for an Education Supervision Order, or court prosecution.



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Penalty Notices

Absences during SATS will not be authorised. Parents who persist in taking their child out of school during a period covered by these examinations for five days or more, without the authority of the Headteacher and Governors, will be liable to receive a Penalty Notice.

Penalty Notices may also be issued when a Truancy Patrol stops a student. When students are stopped, their pattern of school attendance is investigated. If there is a minimum of 10 sessions (10 half days) unauthorised absence in the preceding 4 months, a warning letter may be sent to the parents/carers. If there is no significant improvement in attendance in the subsequent 15 school days, a Penalty Notice will be issued to each parent/carer.

The amount payable on issue of a Penalty Notice is £60 if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days.

If the Penalty Notice is not paid within 42 days, the LEA is then obliged to prosecute for failing to ensure regular school attendance

Absence for modelling or acting assignments

If a child is called for an audition or to take part in a modelling or acting assignment parents/carers will need to complete a Leave of Absence form to request the time off and return it to the office. The forms are on the school website or available from the office. The school must be given at least **TWO WEEKS** notice and permission will only be granted once the school has taken the following into account:

- **Attendance:** the child must be on time every day and above 95% attendance in school.
- **Progress and attainment in school:** The child must be making good progress and performing at least in line with national expectations.
- **Support from home:** Parents must be reading regularly with their child and undertake the homework challenges on their year group blog.

Whilst we don't want to hold children back in their modelling or acting careers our business is their education and we know how much learning is lost when a child has time away from school.

Changing schools

It is important that if families decide to remove the child/children in their care from The Crescent Primary School that they inform The Crescent Primary School office staff 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, confirmation that the child has started a new school
- The new home address, if it is known



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The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

Pupils moving abroad

When pupils are leaving the school to live abroad parents/carers will be expected to attend an exit interview with school staff that will require the following information:

- Who from the family is leaving the country?
- When is the family leaving the country?
- Where is the family moving to?
- The exit details. i.e. transportation details. Evidence must be provided
- What school(s) will you be sending your children to once you've moved abroad?
- What are you planning to do with your current property?

If only one parent attends the exit interview, then the school will speak to the other parent and confirm that all the information is correct and that they are aware of the situation and give their consent.

Children who leave the school without prior warning or without the above information being shared will be reported to the Local Authority as a 'Child Missing in Education'.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

Head Teacher, Governors and designated member of school staff with overall responsibility for attendance to:

- Adopt the whole policy
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided
- Initiate a scheme for contacting parents on the first day of absence;
- Ensure that key staff have time-tabled periods for liaison and follow-up work with EW and appropriate access to attendance data
- Consult and liaise closely with EW on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay
- To work in close collaboration with EW during their termly/half termly register analysis
- Set whole school attendance targets



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- Monitor and evaluate attendance with EW

School Office Staff:

- To follow up families when the child is not at school and no phone call has been received by 9.30 am every day.
- To oversee the registration process and ensure that registers are completed accurately and punctually
- To liaise with Education Welfare regularly
- To reinforce good practice with staff
- To share the Class Teacher’s concerns regarding the early identification of disaffection with the Education Welfare Officer

Class teachers:

- To complete registers accurately and punctually at least twice daily
- To record all reasons for absences in the register
- To inform the Headteacher of 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

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