

# St Cyprian's Greek Orthodox Primary Academy



## Attendance Policy

Revised: July 2014

Reviewed and ratified by Full Academy Trust:

Date: 11/7/14

Signed: \_\_\_\_\_

Name: ANDROUNTA TALLIS

Position: CHAIR OF EDUCATION COMMITTEE.

### **Our Mission Statement:**

'The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.'

At St Cyprian's we believe that good attendance at school is vital to children's ability to learn. Having a good education helps give children the best possible start in life. If days are regularly missed, then continuity of learning and progress are significantly hampered as children find it difficult to catch up with missed work. Evidence suggests that children who are off school for no good reason are at risk of becoming drawn into anti-social or criminal behaviour and may also become victims of crime or abuse.

There will be times when religious requirements and family circumstances demand a sensitivity and acknowledgement that adaptations need to be made. However, in some cases children's lateness and absence may be being condoned at home or be out of the child's control. In these cases it is essential that the child is not made to feel guilty or inadequate.

School staff should set an example and ensure that wherever possible they arrive at lessons on time and demonstrate the value given to time in school. They should also demonstrate an understanding of the individual's personal circumstances whilst encouraging and expecting children to arrive punctually and ready for work. Good personal organisation and time-keeping should be part of the school ethos.

The school takes continual absence very seriously and will follow up all non attendance. The Academy Directors and the Government (DfE), monitor levels of attendance and a report is presented to Academy Trust on a termly basis.

### **Aims**

St Cyprian's Greek Orthodox Primary Academy aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.

- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act)

### **Expectations**

St Cyprian's Greek Orthodox Primary Academy expects that all our pupils will:

Attend school regularly.

- Arrive on time and be appropriately prepared for the day as stated in our Health and Safety contract which parents are asked to sign when a child starts school.
- Carry out any work provided by the school during an authorised leave period.

St Cyprian's Greek Orthodox Primary Academy expects that parents will:

- Endeavour to keep health appointments out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school.
- Fulfil their legal responsibilities and ensure their child/ren attends school.
- Contact school, as soon as is practical whenever their child is unable to attend school.
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised attendance in accordance with the DFE guidelines.

Parents and children can expect the following from the school:

- Regular, efficient and accurate recording of attendance.
- Early contact when a pupil is absent without explanation.
- Action on any attendance problem notified to the school.
- Referral of specific attendance issues to supporting agencies where appropriate.
- Attendance figures are published in the Governor's Annual Report to parents.

### **We encourage attendance by:**

1. Consistent, clear communications with parents and pupils about the importance of regular, prompt, attendance.
2. Setting targets for improved attendance and sharing these with Governors, parents and pupils.
3. The accurate completion of registers at the start of each session, and within 15 minutes of the start of each session.
4. School starts at 8.50am and finishes at 3.30pm
5. Registers open at 8.50am and close at 9.15am. In the afternoon they are open from 1.15pm – 1.25pm for KS1 and 1.30pm-1.40pm for KS2.
6. Rewards – Children are rewarded for 100% attendance at the end of the school year with a certificate. Certificates are also awarded monthly for excellent attendance.

7. Children with poor attendance or lateness are rewarded for improvement over a half term period with 10 Team Points.

### **The school responds to non-attendance by:**

- Contacting the parents on the first day of absence, by text or telephone, if no reason has been received. The text reads; '#name# has not turned up at school today, please could you call the school immediately to update us'.
- Absence texts are sent daily. If there is no response to the text or telephonic contact a letter will be sent out on the second day, to enquire about the unexplained absence. (Appendix 1)
- Attendance is monitored on a monthly basis by the Attendance Officer and Education Welfare Officer. Children with no improvement in their attendance receive a letter from the school. Where there is no response to intervention and where the absence or pattern of absence has persisted without explanation the school will refer to the Education Welfare Service, once the pattern of absence meets the service referral criteria.

### **Holiday Absence**

There is no parental right to take children away on holiday during term time. If you do decide to take your child away without the consent of the school, you may receive a penalty notice of £60 per child issued on behalf of the school. This is in line with Local Authority practice which the school makes reference to.

Requests for leave during term time will be considered on an individual basis but may only be authorised in exceptional circumstances.

### **Punctuality**

Lateness disadvantages children as they miss the instructions for the morning and the first lesson of the day which starts at 8.50am. This can cause stress and embarrassment for a child as they have to walk into a class which has already started working.

Parents are asked to be in the playground from 8.40am, ready for the doors to be opened to allow children into the school at 8.40am.

If late, the arrival time and the reason for the lateness must be reported the staff in the office.

Lateness is monitored on a monthly basis and parents will receive a letter from the school if their child is regularly late. (Appendix 6) Where a pattern of lateness is emerging the parent/carer is invited to visit school to work with Education Welfare staff to help resolve the difficulties. (appendix 2, 3, 4,5). If a pupil arrives late in school (after the register has closed) more than 5 times in any half-term period, they may be issued with a £60 penalty notice.

**Parents should be aware that the Education Welfare Service is employed by the Academy has the power to obtain Education Supervision Orders and to prosecute should you fail to co-operate and ensure good attendance.**

### **Appointments**

Appointments for your child should be made outside of school hours. Many learning hours are lost through appointments which could be made after school or at the weekend. However, if you do have to take your child out of school for an appointment, you are required to supply a relevant appointment letter. The Academy's Education Welfare Officer will regularly check that these are kept on file.

### **Late collection from School**

Children will be dismissed at the end of the day by their teacher at 3.30pm and parents are expected to be in the playground to collect their child at this time. Any child not collected will be taken to the office by a designated Teaching Assistant to call parents to ascertain why the child has not been collected. A senior teacher is always on duty from 3.30 – 4.00pm.

Names of the children brought to the office will be noted and where a pattern of late collection emerges the parents will be written to.

Persons responsible for Attendance –Mrs V Baron, Mrs M Mantilas & Ms V Yeats

Date of next review: July 2015

Appendix 1

(to be sent out after 2 days unauthorised absence)

Dear,

Date

**UNAUTHORISED ABSENCE LETTER**

We notice from the registers that xxxxx was absent from school for xx day on xxxxx. As we have not been provided with a reason, this absence has been unauthorised.

It is a legal requirement for children of school age enrolled at a school to attend fully and punctually. Parents and carers are required to notify the school office of the reason for the absence on the first day of that absence. On receipt of that information, the school decides whether or not the absence can be authorised, which depends on the circumstances of the absence.

Kindly provide us with a valid reason for his absence above as soon as possible by completing the reply slip below, so that we are able to amend our records.

If you have any queries, please do not hesitate to contact us.

Yours sincerely

xxxxxxx  
Acting Deputy Headteacher

xxxxxxx  
Attendance Officer

-----  
Child's Name \_\_\_\_\_ Child's Class \_\_\_\_\_

My child was absent on \_\_\_\_\_ (date)

because \_\_\_\_\_

Parent's signature \_\_\_\_\_

# Monthly Absence Monitoring Form

Absence for the month of: ..... Date: \_\_/\_\_/\_\_\_\_\_

Please see comments below:

Completed by: ..... Checked by: ..... Reviewed by: .....

Name: ..... Name: ..... Name: .....

| Position: ..... Position: ..... Position: .....

Date: \_\_/\_\_/\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_\_

## Notes of absence/lateness meetings

Date of Meeting: \_\_\_ / \_\_\_ / \_\_\_\_\_

To discuss the absence/lateness of:

Child's Name: ..... Year: ..... Class: ..... Class Teacher: .....

Present:

\_\_\_\_\_

\_\_\_\_\_

Points discussed, agreed and actions:

-----

Parent's signature:..... Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

—

Staff Present: ..... Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

---

| Reviewed by:..... Name:..... Date: \_\_\_ / \_\_\_ / \_\_\_\_\_



Dear Parents of xxxxxx,

Date

As you know, good attendance is essential if children are to do well in school. Where attendance might be a problem, we endeavour to do all that we can to help. Currently, xxx attendance is xxxx%. The expected level of attendance is 95%. This is a concern, and is affecting her learning and development.

Please do everything you can to ensure that xxxxx attends school every day. If there are any reasons that you feel may affect her ability to come to school every day, please do not hesitate to contact the school to arrange an appointment to discuss the matter.

Yours sincerely,

xxxxx

Attendance Officer

Dear Parents/Guardians of name,

Date

I am the Education Welfare Officer employed by St Cyprian's Primary Academy and have noticed that your child has been late on ... occasions.

Lateness is disruptive to both your children's education and that of their classmates. Persistent lateness can be construed as non-attendance and will result in legal action against you in the future. I must point out that it is your legal responsibility, as a parent, to ensure that your child arrives on time.

If the distance to the school is a problem, the school can assist you with looking at alternative options.

I will ask the school to monitor the situation and look forward to a considerable improvement.

If you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Education Welfare Officer

Appendix 6

Dear Parents/Guardians of name,

Date

I am the Education Welfare Officer employed by St Cyprian's Primary Academy and have noticed that your child has been late on ... occasions.

Lateness is disruptive to both your children's education and that of their classmates. Persistent lateness can be construed as non-attendance and will result in legal action against you in the future. I must point out that it is your legal responsibility, as a parent, to ensure that your child arrives on time.

If the distance to the school is a problem, the school can assist you with looking at alternative options.

I will ask the school to monitor the situation and look forward to a considerable improvement.

If you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Education Welfare Officer

