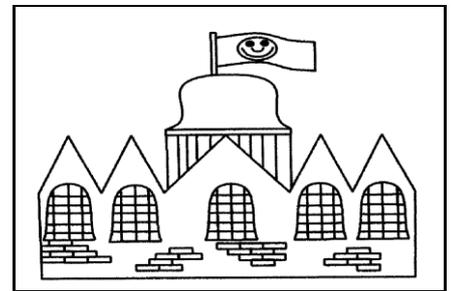


# HILLOCKS PRIMARY AND NURSERY SCHOOL

Unwin Road  
Sutton in Ashfield  
Notts  
NG17 4ND



## **Attendance Policy**

**Updated October 2018**

### **Aims**

For all children to attend school as often as possible (97% or better).

For the average attendance to be above 97%.

Everyone in school has a responsibility to improve or maintain excellent attendance and adults in school should model these expectations as well as encouraging them (i.e. by not being late to class or to pick up the children from the playground).

### **Daily Actions**

School starts at 8:50am (school gates open at 8:30. Doors open from 8:40 on Monday, Wednesday and Friday).

Registration is done online on Scholarpack as soon as possible after 8:50am.

School gates close as soon as possible after 8:55am. Any child arriving late needs to be brought to the main door so that they can be signed into the late register and the reason for their late arrival recorded.

Any child arriving in class after 8:55am should be given a late mark (L) in the register.

The school bell sounds at 8:40am on a Monday, Wednesday and Friday and 8.50am on a Tuesday and Thursday. It is an expectation that all staff are out consistently at those times and are prompt in collecting and dismissing children.

If a child is absent, school should be informed as soon as possible so that the reason for their absence is known and can be recorded in the register correctly. If you are able to, you should give an expected date of return to school, otherwise please inform us each day of their continued absence.

If we do not hear why a child is absent by 9:20am, the school office will begin to make calls or send text messages to find the reason for your child's absence. It is vital we know that your child is safe with you or an appropriate carer and not in a situation that may endanger them as well as the reason for the absence.

If the class teacher is told directly they must inform the office who will put the correct code in the online register. The class teacher is responsible for the correct administration of the register. Failure to complete the register correctly may result in disciplinary action.

During the phone conversation we may ask if there is any support or help we can provide to help your child attend school or any difficulties we should be

aware of in the interests of your child's safety and attendance at school. If we feel it is appropriate, we have an obligation to suggest when a child should really be at school rather than keeping them off school. The school does not have to accept reasons given for absence and may ask for proof of doctors or other appointments. Even when provided with a reason or evidence we may record absence as unauthorised if we believe it to be the correct course of action.

For the afternoon sessions all these actions are done after 1:00pm.

At all times we will act in a fair and consistent manner, adhering to the principles within Nottinghamshire's Code of Conduct and their Attendance Toolkit.

### **Weekly actions**

Every week attendance and punctuality are totalled and the best class are presented with a trophy that they will keep for the week. If a class has a child with very significantly poor attendance that child is excluded from the weekly totals so as not to discourage the rest of the class from competing for the trophy.

### **Half termly actions**

At least monthly, pupils whose attendance or punctuality is causing concern are identified and the parents contacted and sent letters (see below).

### **Other actions**

Children with attendance below 95% will be highlighted by staff at parents evenings (from a list given by the office). Staff are not meant to talk in detail about attendance but should point out the impact this will have on the child's progress. If the parent wishes to discuss attendance further at parents evenings they should come and talk to the head of school if available or make an appointment to meet with her as soon as practical.

### **Positive rewards**

The rewards are listed in Appendix 1

### **Actions taken when attendance/punctuality is causing concern**

Attendance is beginning to cause a concern when a child is absent for a number of sessions that would lead to attendance below 95% (which is below the national average), has an identifiable pattern of absence (e.g. most Fridays) or changes suddenly without explanation. For the Autumn Term we calculate how many sessions a child would have to miss in the entire term to end with 95% (7 sessions, 3.5 days) so that a very short absence at the start of the year doesn't automatically trigger absence procedures. For the rest of the year we use percentage absence to set the threshold and send letters out as appropriate.

At this point a letter (Letter 1) and a copy of the detailed attendance record will be sent home to parents to inform them of their child's attendance and how this may impact upon their learning. This letter also informs them that we will no longer be authorising any absence without appropriate evidence (appointment cards, prescriptions etc.).

We will then start monitoring their attendance and, if there are more than 6 unauthorised sessions absence within a rolling 6 week period we will issue a

letter requesting the parents contact school to arrange a meeting to discuss attendance (Letter 2). At this meeting with the headteacher we will discuss the reasons for the child's absence and if the school can help with improving attendance in any way. At the meeting we will also give you a letter detailing possible further actions should attendance not improve or be evidenced where appropriate (Letter 3).

If the parents do not reply to the letter (Letter 2) then a further letter (Letter 3a) will be sent detailing the possible further actions that can be taken and informing the parent that a lack of engagement will leave the school with no option but to refer to Early Help (Formerly Education Welfare) or issue a penalty notice (fine) unless they contact the school as soon as possible after receipt of the letter.

If there is no contact after the further letter (Letter 3a), then a final letter (Letter 4) will be sent notifying the parents that the school has requested the Local Authority issue a penalty notice. If the school has sent a referral to Early Help then the parents will be informed of that either verbally or in writing.

If, at any time, there are wider concerns about the child's welfare then safeguarding procedures should be started immediately in line with our child protection policy.

### **Fixed penalty notices**

After issuing letter 3 or 3a, if attendance does not improve, the school may issue a fixed penalty notice. The first monitoring period will be up to 12 weeks after the issue of the warning letter. A fixed penalty notice will be issued as soon as 6 days (12 sessions) of unauthorised absence are recorded in a continuous 6 week period. After the 12 week initial monitoring period, monitoring will continue on a rolling 6 weeks basis for the rest of the academic year. If a child ends the year with attendance below 95% we may continue to monitor them closely the following academic year.

The school follows the "Nottinghamshire Local Code of Conduct for penalty notices issued in respect of truancy and excluded pupils" and this is available on our website and the local authority's website.

### **Home visits**

It is the policy of Hillocks Primary School that staff only make home visits as a short term intervention, not a long term solution to a parent's inability to get their children to school. Home visits must never be undertaken alone.

If parents do not attend the meetings detailed in Letters 2 and 3a above then referrals will be made to Early Help requesting support for the family without parental consent.

### **Recording**

All meetings will have notes taken and dated on our school management system (Scholarpack). Any contact with the parents regarding this matter will be noted and dated. All letters will be dated and signed and sent through the post, not handed to children. All these will be retained in the child's record and notes made on our school management system. If Early Help become

involved the child will have a child protection folder kept in accordance with the school's child protection policy and the attendance documentation will be kept in there.

## Appendix 1 Attendance Rewards

All children, who have been in school every day and arrived on time, will earn a raffle ticket - the draw for five small prizes will take place in attendance assemblies every two weeks.

Each week, the class with the best attendance will receive a trophy that they will keep in their classroom. This will be presented in whole school assemblies on a Friday. The class with the best combined attendance and punctuality will have the last session on a Friday afternoon on the court with play equipment or in the hall if wet.

All classes will be able to earn Hillocks pounds on a weekly basis. These can be earned for achieving a weekly whole class percentage: 97% £1, 98% £2, 99% £3, 100% £4. At the end of each half term, the class with the most Hillocks pounds will be able to purchase a reward afternoon. A graph of the money earned will be displayed in the hall.



Each class will display their weekly attendance and punctuality in class and it will be discussed with the children.

KS1 will have attendance HEROs – Here, Every day, Ready to learn, On time. The 'heros' will dress up in a superhero costume for the attendance assemblies.

At the end of each half term, all children, who have been in school every day and arrived on time, will earn a raffle ticket for the chance to win £10.

All children with 100% attendance and punctuality for the whole year will receive an end of year prize.