



## **Phoenix Federation Attendance Policy**

### **Philosophy**

Phoenix Federation is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial.

As a Federation we will do all that we can to ensure maximum attendance for all pupils. Any problems, other than medical, that prevent full attendance will be identified and addressed as far as can be.

It is the policy of our Federation to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are non-medical problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve problems as quickly and efficiently as possible.

We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times. On a regular basis, we will be requesting updated contact details to ensure that you are available by phone in an effort to safeguard our children.

### **Objectives**

- to promote children's welfare and safeguarding
- to encourage full attendance and punctuality;
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence;
- to acknowledge and reward a successful record of attendance;
- to ensure a consistent approach throughout the school.

### **Statutory Duty of Schools**

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session.

An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll. By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance (as agreed by the school).

In the nursery, whilst attendance is not a statutory requirement, it is important that children have a readiness to learn from the start of their education and good habits in regards to attendance and punctuality is established from an early stage. This can then be transferred as they move up the school.

Parents are children's first educators and because of this, we value a strong partnership between parents and the school community. We promote open communication and respect between all.

## **Principles**

Parents/Carers are legally responsible for ensuring that a child of compulsory school age attends school regularly. Regularly is considered everyday and on time, unless authorised by the school.

## **Morning Arrival and Registration**

At Phoenix Federation, the school day begins at **8:20am** when the doors open for children. Parents say goodbye to their children at the gate and children enter the school via the main entrance where staff are there to greet them and make sure they are safely in the building. Children go straight to their classrooms to start their learning.

Your child must be at school on time. Learning is negatively affected by continual lateness; however, if your child arrives **after 8:35am** they have arrived late. They will need to be marked in by our Community Cohesion, Behaviour and Family Liason Officer or the Admin Team.

After 8.40am any children entering the school building, **must ensure they report to the School Reception**, to ensure they receive a registration mark.

School register is taken twice a day. A day counts as 2 sessions.

Morning registration begins at 8.30am and ends at 8.35am. Arrival times will be recorded. If a child arrives after 8.30am he/she will be marked in as Late (L Code) by Community Cohesion, Behaviour and Family Liaison Officer or the admin team. Arrival after 8.45 am will be recorded as an 'Unauthorised Absence'

Please ensure that registers are completed correctly that you physically see and hear the children before marking them in or out.

Allison or the administration team based on the information you have completed will be checking with you on a daily basis that the children you have marked absent are really out of school before any calls are made.

Allison or the administration team will send a list of any children who are absent; it is the teachers' responsibility to check the list is correct or to let us know if any children have been left off the list.

In accordance with Regulations, if a child arrives after 8.45am, they will receive a mark that shows them to be on site but this will not count as a present mark and it will mean they have an unauthorised absence (U Code). This may mean that parents could face the possibility of a Penalty Notice if the problem persists, as a 'U' code is considered as an unauthorised absence.

If a child has a persistent late record the parent or carer will be asked to meet with either the Executive Headteacher, Head of School or Deputy Head or the Community Cohesion, Behaviour and Family Liaison Officer to resolve the problem, but parents/carers can approach the school at any time if they are having problems getting their child to school on time.

We will encourage good punctuality by being good role models to our children and celebrate good class punctuality.

It is imperative that all children are in school on time due to the variety of early morning work that takes place throughout the school. Phonics sessions run daily for all children in Reception up to Year 2 from 8:30-9:00am, as well as Lexia in KS1 and KS2. It is therefore extremely important that your child is in school and ready to learn on time so they do not miss out.

### **Afternoon Registration**

Afternoon registration should be completed by **1.15pm**

It is essential that children leaving school before the end of the school day are signed out at School Reception by a member of the SLT/SMT. Parents are expected to be contact the school in advance if a child leaves early and should provide evidence where appropriate.

The signing out register in the office is used in the case of fire as an appendix to class registers.

The registers need to be checked twice a day to ensure they have been completed.

This will be done by the Community Cohesion, Behaviour and Family Liaison Officer or a member of the Administration Team.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately, to assess the reasons and incidence of any absences and to decide follow up actions where a child's attendance is continually below 90%.

### **Collection of your child at the end of the school day**

Teaching finishes at 2.30pm, pupils will then have 10 minutes to tidy their classroom and will be ready for collection at 2.40pm from the playground. Collection after 3pm will incur a late collection charge of £5.

### **Illness and Medical Appointments**

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly before or after the appointment.

The exception to this is when your child has valid medical evidence such as a letter/card or appointment note from the doctor/hospital which must then be presented to the office.

Parents are required to inform the school from the morning of the first day of a child's absence through illness and then each morning for the duration of the absence in order for us to understand your child's needs and to support their educational attainment accordingly, until the child's return. High level of illness – may need medical evidence to support.

## Holiday in Term Time

There is no automatic entitlement in law to time off in school time to go on holiday. All applications for leave must be made in writing in advance. The school makes the decision whether or not leave will be authorised.

If leave requests are refused and still taken, the school does have the right to enforce a penalty notice.

In making a decision the school will consider the circumstance of each application individually, including their current attendance and previous pattern of leave in term time.

We strongly recommend that parents **DO NOT BOOK** holidays in term time.

Regular information will be sent to parents and pupils informing them of attendance rates and related issues.

As a school we aim to work in partnership with parents regarding attendance and attainment. Where attendance does not improve, then a referral may be made to the Attendance Welfare Officer (AWO) for further interventions support.

## **SUMMARY**

The school has a legal duty to publish its attendance figures to parents and pupils and to promote attendance, including punctuality. Equally, parents have a duty to make sure that their child attend and are punctual.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance and punctuality as is possible.

Termly rewards are given to children to acknowledge excellent attendance, punctuality and improvements in attitudes to learning.

**To be reviewed: May 2018**