



HILL WEST  
*Primary*

FOUR OAKS

**ATTENDANCE  
POLICY**

Hill West Primary School is a member of the Arthur Terry Learning Partnership

# HILL WEST PRIMARY SCHOOL

## ATTENDANCE POLICY

The staff and Governors at Hill West Primary School are committed to ensuring the highest possible school attendance for all its pupils. We understand 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.

Our aim at Hill West is quite simple. We will work alongside parents and families to ensure that pupil attendance is well above the national average. We will do this so that we can ensure that our children have the best possible chance to achieve at school and that they can begin their adult lives with at least the same chances as those others they will be competing with in their future lives of training and employment. The United Nations Convention on the rights of the Child which underpins our work specifies in Article 28 that all children have the right to a good quality education and should be encourage to pursue their education to fulfil their potential.

The impact of non attendance at school is now clearly demonstrated in terms of low attainment and risk of involvement in crime in later life.

### 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 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 they contact the school whenever the child/children is/are unable to attend school
- contact the school on the first day of the child's absence and send a note on their return to school
- contact the school promptly whenever a problem occurs that may keep the child away from school.

#### **We expect that our school staff will:**

- keep regular and accurate records of attendance for all pupils, twice daily
- monitor every pupil's attendance
- contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence
- follow up all unexplained absences to obtain notes authorising the absence
- contact those families whose child's attendance has dropped below 95% on a regular basis

- encourage good attendance
- provide a welcoming atmosphere for children; provide a safe learning environment; provide 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 Academy's expectations with regard to regular school attendance
- refer irregular or unjustified patterns of attendance to the Head Teacher, Deputy Head Teacher, and Assistant Head Teachers.

## LATE ARRIVALS AT SCHOOL

When a child arrives late at school he/she misses the teacher's instructions and the introduction to the lesson. The child may also feel embarrassed at having to enter the classroom late. Frequent lateness can add up to a considerable amount of learning lost, and can seriously disadvantage the child.

Minutes late per day during the school day	Equal days worth of teaching lost in a year KS1	Equals days worth of teaching lost in a year KS2
5 minutes	3.7 days	3.4 days
10 minutes	7.4 days	6.9 days
15 minutes	10.0 days	10.3 days
20 minutes	14.7 days	13.8 days
30 minutes	22.0 days	20.7 days

We strongly urge parents to ensure that their children arrive in school on time. All children who arrive in school late after the close of registers at 9.10 am will need to be signed in as a late-comer. Lateness will be monitored by our Head Teacher, Deputy Head Teacher and Assistant Head Teachers.

## LEAVE IN TERM TIME

The school holiday dates are published a year in advance and holidays in term time are not permitted.

If a leave of absence in term time is required for exceptional circumstances, such as a death or serious illness in the immediate family **a request for leave of absence form must be completed**. This can be obtained from the school office (see Appendix 1). The Head Teacher will then decide whether or not to authorise the absences by reference to criteria provided by the LA.

Head Teachers, on behalf of the Governors, cannot authorise holiday leave in term time.

## ENCOURAGING ATTENDANCE

Hill West Primary School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child or parents' concerns about the school or other pupils

- by recording accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence and the amount of minutes late will be recorded on SchoolPod
- by publishing and displaying attendance statistics
- by celebrating good and improved attendance
- by monitoring pupils' attendance and informing parents/carers in writing of irregular attendance, or when their child's attendance drops below 95%
- arranging meetings with parents/carers if necessary.

## **RESPONDING TO NON-ATTENDANCE**

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, for all irregular attendees, if no note or telephone call is received from the parent/carer by 10.00 am the school will endeavour to contact them that day.
- If there is no response, the school will continue to try to contact the parent/carer. If the school cannot make contact with a listed school contact for that child then a home visit will be carried out.

## **PENALTY NOTICE**

The government has given LAs the power to issue fixed penalty notices where parents or carers are considered capable of but unwilling to ensure their child attends school regularly. The Anti-Social Behaviour Act introduced these additional powers in February 2004.

Penalty notices are aimed at "unauthorised absences" – times when a child misses school without a valid reason (or without permission from the school) or if a child is regularly late getting into school. Parents could also be issued with a penalty notice if they take their child on holiday in term-time or if their child stays away longer than agreed any agreed Leave of Absence for exceptional circumstances.

The aim of a penalty notice is to improve parents' efforts in getting children to attend school. Once a penalty notice has been issued a parent cannot appeal against it and must pay the fine.

## **CHANGING SCHOOLS**

It is important that if families decide to send the child/children in their care to a different school that they inform our school staff as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:

- The date the pupil will be leaving our school and starting the next
- The address of the new school
- The new home address, if it is known

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 child will be reported missing from 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.

## RESPONSIBILITIES

### **The Head Teacher, Deputy and Assistant Head Teacher and Governors**

- Adopt and review the Attendance Policy.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided.
- Initiate a scheme for contacting parents of irregular attendees.
- Ensure that key staff have time-tabled periods for liaison and follow-up work with parents and other staff in school.
- Initiate an attendance award scheme with assemblies, certificates and rewards
- Monitor and evaluate attendance regularly.

### **Class teachers**

- To complete attendance records accurately and punctually at least twice daily
- To follow up any unexplained non-attendance
- To record all reasons for absences in the register
- To inform the Head Teacher/Deputy Head Teacher/ Assistant Head Teacher of attendance concerns.



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*Where learning is fun  
and ALL children succeed*

Head Teacher: Dr Beth Clarke  
Deputy Head Teacher: Mrs Hannah Cook

### EXCEPTIONAL CIRCUMSTANCES - LEAVE IN TERM TIME REQUEST

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

Pupil's Name ..... D.O.B ..... Form .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Dates of Absence

From	
To (date of return to school)	
Number of days	

**All those with parental  
responsibility to sign this  
form on the reverse.**

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice, and could be fined £60 or £120 depending on how soon payment is made. If I do not pay the fine, I / we could then be required to attend Court; this could result in a fine of up to £1000 per child and having a criminal record.
- after four weeks of absence my / our child/ren may be removed from the school register and I / we will then be responsible for finding a new school on my / our return.

As you know, pupils of school age must, by law, attend school regularly and 100% attendees are rewarded in assemblies termly. Studies have shown that when attendance falls below 90% a significant impact is witnessed in children's progress and achievement. If your child requires a leave of absence, for an exceptional reason it is essential that you request this leave at least 6 weeks in advance.

Please do not ask for leave of absence for a family holiday in term time.

Government Regulations now prohibit the authorisation of absences for children in term time. We will consider every genuine request for exceptional leave of absence individually. The most important consideration is the effect the absence will have on your child's education.

If we do agree to an exceptional leave of absence in term time, it is very important that your child comes back to school promptly. A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons on or after their return. There is a consequent risk of underachievement which we, and you, must seek to avoid. It should be understood by parents that if the child does not return by the agreed date (a) the LA may issue a Penalty Notice for each absent child and (b) there may no longer be a place for your child at the school and he/she is likely to be removed from the school register, in accordance with the Birmingham City Council Children, Young People and Families Directorate on Extended Absence.

I would like to remind you that parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could also be issued with a fixed penalty notice or court action.

Parent/Carer Name – .....	Parent/Carer Name .....
DOB.....	DOB.....
Address..... .....	Address..... .....
Signature.....	Signature.....
Date.....	Date.....

**\* ALL THOSE WITH PARENTAL RESPONSIBILITY MUST SIGN \***

Request  Agreed .....

Denied .....

Signed ..... Head Teacher

Dated .....

For office use

Percentage attendance this school year so far			
Total number of days taken since entry to school			
Largest number of days taken consecutively since entry to school			
Days already taken this school year (September to July)			