



Attendance & Punctuality Policy

Policy Document Control Sheet: Key Staff lead The Ferns Primary Academy Debra Murphy/Adele Young Portfolio Governor lead: Michael Goddard Status: Agreed and adopted			
Date	Process	Name	Status
20/06/12	Rebranded for The Ferns Primary Academy		
Sept 2012	Drafted	Northern Education Trust	
Insert date			
Sept 2012	Approved by Stakeholders	Northern Education Trust	
20/02/13	Adopted by Governors	Full Meeting	Working document
September 2016	Reviewed		
March 2017	Reviewed		
May 2017	Adopted by Governors	Full Meeting	Working document
	Signed	Chair Of Governors	
From this date:	To be reviewed annually and displayed on school website.		

Rationale

The Ferns Primary Academy aims to maximise attendance rates in order to ensure that all students are able to take full advantage of the learning experiences available to them and to enable each student to 'Reach their Potential'.

Statutory Framework

Under section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The school is obliged by law to differentiate between authorised and unauthorised absence.

A letter, text or telephone call from a parent/carer does not, in itself, authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

Rights and Responsibilities

Improving attendance at The Ferns Primary Academy is the responsibility of everyone in the school community – pupils, parents and all staff .

The Ferns Primary Academy :

- Expects pupils to meet the government expectation of 96% attendance, arrive on time and in a fit condition to learn.
- Will encourage good attendance and will investigate all absenteeism.
- Will set good examples through its staff in matters of attendance and punctuality.
- Celebrates weekly attendance in assembly and via the newsletter.
- Rewards winning class with £10 every week .
- Awards Certificates and prizes for 100% attendance for terms.
- Complete a 100% attendance draw for tablet, £50 voucher or bicycle once a term.
- Send out a colour coded letter in line with the traffic lights system (see later) once a term and carry out panel meetings for recipients of a 'red' letter.
- Report on pupil attendance and punctuality in pupil reports.
- Report on pupil attendance to NET via the half termly scorecard.
- Display whole school attendance on the board in the entrance foyer.
- Will work closely with and support pupils and parents should attendance/punctuality give cause for concern.

- Refer children for Medical Assessments when attendance falls below 85% and is because of illness.
- Monitor the Late Book.
- Text the parents of pupils who are absent from school each day.
- Telephone the parents of pupils in Year 6 who are absent from school each day.
- Carry out home visits or support transportation to school when necessary and appropriate.
- Liaise with Bolton's Early Intervention team when attendance falls below 90%.
- Refer severe cases of absenteeism to social care via an Early Help Form.

Parents

- Are responsible for ensuring their child's regular and punctual attendance.
- Are responsible for ensuring that their child is properly dressed in full school uniform and arrives in a fit condition to learn.
- Must be aware that if school do not receive notification of absence it will be classified as **unauthorised** and could lead to a Fixed Penalty Notice.
- Risk their child's place on role if they do not attend school.
- Can expect the school to keep them informed of their child's attendance and punctuality.
- Must aim to make medical/dental appointments for all family members outside the school day.

Pupils

- Will ensure that they attend school regularly and on time.
- Will be listened to and respected.
- Who have 100% attendance for a full term will receive a certificate, a prize and be entered into the termly prize draw.

Absence is authorised if:

- The pupil is ill.
- The pupil has a dental or medical appointment - half a day only will be authorised with medical documentation
- The pupil was absent 'with leave' - granted by the Principal or Head of School.
- The absence occurred on a day set aside for religious observance.
- There is bereavement in the family.

Absence is unauthorised if:

- No explanation is received by school after the 'Procedures for explaining absence' have been followed – see below.
- The school is dissatisfied with the explanations given for absence.
- The pupil was well and able to attend school but parents did not bring/allow/facilitate this.
- The pupil stays at home to look after siblings.
- The pupil is shopping or on another leisure activity during school hours.
- The pupil is absent for unacceptable occasions eg birthdays, haircuts.
- The pupil is absent for a 'holiday'.
- Absence for Religious observance is longer than the official designated dates allowed by Bolton authority/NET Academy Trust.

A Fixed Penalty notice will be issued after 20 unauthorised sessions (10 days)

Procedure for explaining absence

1. Parents/Carer must telephone , text or call in at the school office on first day of absence.
2. If a telephone call or explanation of absence is not received on the first day of absence, the child's main carer will receive a text or telephone call from the school office asking for a reason for absence.
3. If no contact is made, the absence is classed as unauthorised until school receive a letter with an acceptable explanation of the absence.
4. If no letter or explanation is received by the end of the school week, a letter will be sent from school requesting an explanation, this must be completed and returned to school.

Traffic lights

Attendance is reported and displayed on boards, reports and in letters using the traffic lights system.

Gold: 100% attendance

Green: 96% and over

Amber: 90% and over

Red: Below 90%

Procedures for going 'Out of School' (Medical Appointments)

- Parent informs the school office in advance of the appointment and shows appointment card/letter.
- The child attends school before and/or after the appointment unless they have undergone a medical procedure that prevents them from being fit to do so.

Continued absenteeism

Pupils who fail to improve attendance will be investigated using the following strategies:

1. Monitoring by the Principal / Head of School
2. Home visits by Family Liaison Officer / Attendance Officer/Safeguarding Team.
3. Invitation to parent/carer to attend Attendance Panel Meeting for discussion of attendance history
4. Referral to member of Early Intervention Team.
5. Non-attendance of Panel Meeting will result in a home visit by EIT.
6. Non attendance at 2nd Panel Meeting and absence continuation will lead to a fixed penalty notice being issued and, where necessary, a referral to social care.