

ATTENDANCE AND REGISTRATION STATEMENT OF PRACTICE

Appendix to BEV Attendance Policy

This appendix gives additional information regarding the attendance and absence procedures at Dee Point Primary School and is to be referred to in conjunction with the BEV Attendance Policy.

Procedures:

Attendance:

Parents are expected to report their child's absence on the first day.

1st day absence letter sent the following day of absence, when no reason has been given and school are unable to make contact with the parent/carer.

Once attendance falls below 95% a letter is sent to parents to inform them of their child's attendance percentage. Medical evidence will be requested for all subsequent absences.

Holiday FPN letter (different to the FPN warning letter for unauthorised absences)

Once attendance falls below 90% parents are invited to a Panel Meeting with the Attendance Officer. The Education Welfare Officer, SLT or FSW may also attend this meeting. During the meeting support and targets are put in place with the aim of improving attendance.

Tracking in place for all pupils whose attendance is below 90%.

If a child has been absent for 10 consecutive, unauthorised school days a referral should be made to the EWO. Complete a CEM2 form found in the Children Missing in Education protocol.

Registration certificates are sent to parents termly and are shared at formal Parent's Meetings.

For attendance below 90%, one of the following routes may be taken:

1. FPN

- Letter sent from school when pupils have reached 5 unauthorised absences warning that a Fixed Penalty may be issued when they reach 10 unauthorised absences within a term.
- Education Welfare informed when they have reached 10 unauthorised absences within a term.
- Education Welfare send a letter – monitored for 15 days. If further unauthorised absences during this time then they will be fined.
- Decision made by Education Welfare Service. Regardless of the outcome, Education Welfare Service should notify school of the decision to fine.

2. Referral to Education Welfare Service as an open case

- When a pupil has reached 10 unauthorised absences within a term they will be referred to the Education Welfare Service as an open case
- Support will be implemented for the family with regard to absence from EWO

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Lates :

Procedure for letters

- After 3 lates - letter sent home explaining the importance of punctuality
- After 7 lates - Invite to meeting with the school's Attendance Officer to offer support/strategies and highlight the importance of punctuality.
- Following this meeting a panel meeting will be called if there are a further 7 lates.
- Times:
 - o Pupils come into school from 8.40 and learning starts at 9.05
 - o 9.00 - 9.05 = Late mark 'L'
 - o After 9.15 = Unauthorised mark of a U and these are counted in the 10 unauthorised absences

Authorised absence:

- o Illness
- o Urgent Doctors/Dentist
- o Hospital appointment
- o Holidays – exceptional circumstances

Other authorised circumstances - C absence request form to be filled in (decided case by case and request goes to the Head)

Unauthorised absence:

Non-urgent medical appointment

Holidays – unless approved by head teacher for exceptional circumstances

No reason given

No medical evidence produced by parent /carer after medical evidence letter has been sent home

Incentives:

Weekly:

- Best class for attendance that week (in each key stage) will receive the trophy filled with treats.

Termly:

- Best class for overall attendance (in each key stage) receive £250 to spend on something of their choice.
- Praise postcards are sent home to pupils with 100% attendance

Most improved attendance postcards are sent home at various points throughout the year.

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