



**HILLSTONE PRIMARY SCHOOL**  
***Attendance and Punctuality***  
***Policy Statement***



**Aims**

At Hillstone Primary School high attendance and punctuality is a priority. We recognise its importance and effect on the children's learning.

Our Attendance target is 96% for overall attendance.

**Reporting**

We publish weekly figures whole school attendance and the whole school year to date attendance in the school's weekly newsletter, which is also published on the school's website. We also publish weekly a punctuality league table. There is an attendance display board in the school hall that shows the current attendance winners. Each class has their attendance percentage of the previous week outside their room. Individual attendance is recorded on children's annual school reports. We also supply attendance figures as requested to the Local Authority.

**Registers**

School registers are legal documents and as such must be marked accurately. These are completed through an on-line electronic registration system via ScholarPack MIS. These are completed promptly during registration period in the morning between 8.45am and 9.00am. At 1.00pm, Reception and Key Stage One. At 1.30pm for Key Stage 2. Children not in attendance by these times need to be marked absent.

## **Lateness**

### **Morning Registration**

The school doors open at 8.45am and are closed 8.50am.

Children arriving after this time will enter via the main school entrance where they will need to sign in electronically. Along with the Office Staff the Pastoral Manager will ensure that those children arriving late are marked correctly on the register.

Children arriving between 8.50am and 9.05am will be given a late mark. Children arriving after 9.05am will be entered on the SIMS.net system as "U" (absent for that session - and will be unauthorised).

### **Afternoon Registration**

Children who arrive between

1.00pm and 1.15pm - Reception and Key Stage One will be marked as late.

1.20pm and 1.35pm - Key Stage Two will be marked as late.

Children who arrive after 1.15pm for Reception and Key Stage One and after 1.35pm for Key Stage Two, will be marked on the SIMS. Net as "U" (absent for that session – and will be unauthorised).

## **Absence**

Only verbal or written reasons for absence given by parents/family adults can be accepted.

Parents are requested to ring the school on the first day of their child's absence. A first day contact system is in place for any child who is away for a session without a verbal or written reason.

A member of the Office Staff will send a text message in the first instance to ascertain a reason for absence. If we do not receive a telephone call informing us why the child is absent, the Office Staff or Pastoral Manager will make telephone calls to ascertain, where possible, the reason for absence.

Parents will be requested to provide reasons for absences and will be advised that where no reason has been given then their child's attendance will be recorded with an "N" registration mark, (no reason for absence) reason. Where there is still no reason given for an absence the register will be marked with an "O" (unauthorised absence).

### **Celebrating high attendance and punctuality**

At Hillstone Primary School we believe that celebrating high and improved attendance and punctuality is very important. We do this by:

- Prominent attendance board in the school. The class that have achieved the best attendance for the week in receives the attendance trophy.
- Winning classes and their attendance is printed each week in the school newsletter.
- Excellent individual termly attendance is rewarded with the Golden Adventure.
- Yearly 100% attendance certificates and £5 gift vouchers for children who have attended every day for the academic year.

### **Tackling poor attendance and punctuality**

The school will now follow the Spotlight on Attendance Timeline to tackle poor attendance and punctuality.

We do this systematically through detailed analysis of attendance/punctuality patterns and a system of letters sent to parents.

**Letter 1** – Whole school Spotlight letter to be sent out in October of every academic year

Follow Spotlight timeline - (see end of this document)

Other strategies include:

Pastoral Manager will look at attendance on a weekly, four weekly or half termly basis to identify any attendance concerns that may arise.

Contact with parents in person, telephone, text message or letter.

These will be followed alongside the Spotlight on Attendance Initiative.

### **Holidays in term time and exceptional leave of absence**

See <https://www.gov.uk/school-attendance-absence/overview>

## Roles and responsibilities

The **Class teacher** is initially responsible for:

- Encouraging high attendance and punctuality
- Completing the register correctly
- Passing on reasons for absence to a member of the School Office team
- Discussing concerns with the Pastoral Manager

The **Pastoral Manager** is responsible for:

- Having an overview of school attendance and punctuality
- Analysing attendance and punctuality data monthly, looking for patterns of absence and taking appropriate action
- Arranging for the celebration of high achievement as explained earlier in this policy
- Following up discussions with class teachers
- Liaising with parents and children
- Authorising the sending out of standard letters
- Monitoring of improvement/continuing concerns
- Analysing attendance data in respect of gender, ethnicity, disability and children in the public care.

The **School Office staff**, under the direction of the Senior Office Manager, is responsible for:

- Recording the names and times of arrival of children arriving after the register has closed at 9.05 via ScholarPack MIS
- Seeking out reasons for absence through first day contact with parents
- Keeping a daily record of children leaving and returning from appointments
- Making manual adjustments through the ScholarPack MIS on late attendees and other reasons for absence gained from parental phone calls/first day contact/parental notes.
- Ensuring messages from parents are passed on to class teachers

**Next Review date September 2017**

Gillian Sparrow  
Head Teacher

Lillian Hepburn  
Pastoral Manager

## Spotlight on Attendance Timeline

Before starting your Spotlight send **Whole School Letter** to all parents  
(once per academic year – preferably in September)

(Excludes Holidays)

School  
Week 1

**Advice Letter to Parents**  
Enclose **Legal Action Information for Parents** sheet and  
**Attendance Printout**

School  
Week 2 - 3

**Monitor for 2 school weeks**  
**Improvers – no further action at this time**  
(see school week 2 - 3 in Guidance)

School  
Week 4

**Invitations to School Attendance Review Meeting - SARM**  
(allow 7 days notice for the meeting)

School  
Week 5

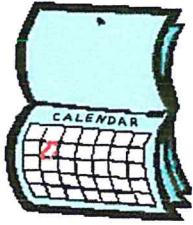
**SARMs held – photocopy the signed *Record Sheet***  
**which if possible should be given to parent after meeting**  
**OR send with the post SARM letter**  
**Send post SARM letters and paperwork**  
**Enclose *Legal Action Information for Parents* sheet**  
(see school week 6 in Guidance)

School  
Week 6 - 7

**Re-arranged SARMs held (at request of parent)**  
**Continue monitoring -**  
**identify parents/carers requiring penalty notice**

School  
Week 8

**Send *Family Information Sheet*,**  
**evidence and attendance printout to Court Section**



## Court Section actions:

PN Calendar  
Day 1

Penalty notices issued

PN Calendar  
Day 22

**£60 Deadline**  
(21 days + 2 postage)  
Designated Liaison Person to **prepare Statement of Witness after 21 days of non payment**

PN Calendar  
Day 29

**£120 Deadline**  
(29 days + 2 postage)  
**Paperwork MUST be done by now and sent to Court Section immediately**

**COURT DATE**  
Provide Court Section with attendance printout, an update regarding the pupil and any further information / actions taken (not included in your Statement)

Don't forget to:  
**PUBLICISE OUTCOMES** –  
sent to school by Court Section once Spotlight completed

**Remember: Individual letters must be sent to each parent in separate envelopes.**