



RAMILLIES HALL SCHOOL

ATTENDANCE AND TRUANCY POLICY AND PROCEDURE

1. POLICY

At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 157/175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

This Policy should be read with due consideration to the School's Safeguarding Policy and Procedures, Children Missing from Education Policy, Parents' Handbook and Behaviour, Rewards and Sanctions Policy.

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance. Ramillies Hall School expects all pupils to arrive and leave school punctually and we emphasise this to parents.

All staff are concerned for the children's safety, welfare and happiness and everyone plays a part in promoting regular attendance among the pupils. However, children should not attend school if they are unwell.

If parents are aware that their child will be absent due to health or medical reasons, a telephone call or email must be received by School **before 8.30am on the first day of absence, and each day thereafter.**

2. AIMS

The school aims to:

- Foster a climate where regular attendance and punctuality are valued by the school community – teachers, parents and pupils.
- Provide support and guidance for parents and pupils.
- Develop positive and consistent communication between home and school, including set procedures for attendance information.
- Develop a systematic approach for gathering and analysing data.
- Improve the overall attendance of pupils at school and reduce unauthorised absence.
- Implement a system for rewards and sanctions.
- Promote effective partnership with the Education Welfare Service and other agencies.

3. PRACTICE

3.1. Communication

Information on punctuality, unauthorised absence and illness is set out in the Parents' Handbook, section on Late Arrival and Absence from School, and Illness and Medicines. This emphasises the importance of being at school on time and notifying Ramillies Hall School if a child is absent for any reason.

The importance of regular attendance is discussed and explained at Pre-entry parental visits. This reiterates that parents and children should arrive at school on time, so that each child can be given the best possible start to the school day.

Children are also admitted to school at various times of the year, and into various Year Groups. All parents requesting a place are asked to make an appointment with the Joint Headteachers and/or SENCO. At this meeting, the importance of regular attendance is always highlighted, together with other school routines.

At this Induction Meeting, parents are requested to arrange their family holidays within the school holidays, rather than in term time, so that a child's education is not disrupted. Parents are reminded that they should not take their children out of school unnecessarily for holidays or visits in term time. The Joint Headteachers will contact those parents who frequently take the family holiday in term-time and remind them of the disruption to their child's education.

At Ramillies Hall School, parents are asked to write or email the Joint Headteachers if they wish to take their child out of school for an appointment, visit or holiday. Only the Joint Headteachers will approve absence from school. If the request is for a holiday, the Headteachers will discourage the taking of holidays in term time. A response to this request will be made by the Joint Headteachers in writing. A record of this information is kept in the School Office by the School Administrator. If the Headteachers do not sanction the absence, any absence by the pupil will be treated as unauthorised and parents will be informed of such.

Authorised and unauthorised absences are explained to parents. All parents should contact the School Office if their child will be absent or late. A telephone call is acceptable; a book is kept in the office to record telephone messages in the Absences and Lates folder. Alternatively, when their child returns, parents should send a letter to school explaining the absence. Parents in the Junior School may call at the school to notify the class teacher of their child's absence. All information is used for Class Registers. If no notification is received about a child's absence, the School Administrator contacts the parent/guardian from 9.30am to attempt to establish the reason for absence and the whereabouts of the absent child. She will use the contact numbers provided by the parents of the child.

3.2. Lateness

When a pupil registers late in the school, after 8:50am (the time of registration finishing) he / she must report directly to the School Office to receive their attendance mark. This will be marked as a late in the register.

If the register shows that a pupil is unaccounted for and no absence notice has been received from the parents, a member of the administrative staff will check the pupil's classroom. If the pupil is still unaccounted for, the parents will be contacted.

Pre 10:30am, staff are notified through morning briefing note sent by email and posted on the whiteboard. Post 10:30am, staff will take note of any absences in the next registration session, which takes place at 1.50pm.

Due to Safeguarding and Health and Safety implications if a pupil does not report to the office when late, a lunch time detention will be issued. If this occurs 3 or more times parents will be notified.

3.3. Registration

The Register is completed in the morning and afternoon at 8.40am and 1.50pm. A pupil will receive a late mark after registers are closed. All pupils who are late must report to the School Office.

Mrs McCallion is responsible for collating Attendance Records in school and notifies the Joint Headteachers if there is any reason for concern. Each child's attendance is analysed and a copy is

given to parents with their child's School Report. Please see Section 4 for the school's procedure for registering absence.

3.4. Concerns

The Attendance registers are examined regularly. If there is a frequent pattern of absence from school, the School Administrator will telephone the parents to ascertain the reason for persistent absence. If there are concerns about a child's non-attendance or unpunctuality, the class / subject teacher consults the Joint Headteachers immediately. The Joint Headteachers shows this to the parent(s) during an informal discussion. If absences or unpunctuality persist, the Joint Headteachers will contact the Education Welfare Officer.

In line with School's Children Missing from Education Procedures, the Designated Safeguarding Lead will automatically contact the Local Authority's Educational Welfare Officer if a pupil has been absent without authorisation for a continuous period of 10 or more school days.

3.5. Absence Through Illness

Ramillies Hall School continues to provide as much education as the child's medical condition allows to keep up the momentum of their learning.

Ramillies Hall School monitors attendance of those pupils who are absent from school because of short-term or chronic illness, and close links are maintained with parents.

Educational support, including the provision of work and materials is provided for those pupils who are absent from school, with medical conditions for more than 10 days. ICT is used if practicable, e-mail and the school website to access information.

The reintegration of children into school after a long absence through ill health is considered a high priority. The school consults parents about general concerns, medical issues and the timing and pace of return. It is possible for a child to resume school on a tailored time table and even on a part time basis, working towards full time reintegration. Staff, including the class teacher, SENCO, Teaching Assistants and parents meet to discuss the return to school. Friends and other pupils are encouraged to help the child settle back in school using the school buddy scheme if helpful. Extra support is provided (subject to available resources) after an analysis of the child's needs.

3.6. Absence Through Prolonged Illness

After 10 days of absence, this could be continuous or sporadic, the Joint Headteacher can ask for medical evidence course to do so. This is undertaken on a case by case basis.

3.7. Truancy

All staff at Ramillies Hall School believe in the importance of continuity in every child's learning. Staff are also concerned about each child's safety, welfare and happiness. Although truancy is very rare at Ramillies Hall School, if staff are suspicious that a child might be playing truant, action is taken immediately.

If truancy is suspected, the Joint Headteachers are notified and the Local Authority Educational Welfare Officer will be contacted. Parents would be contacted by telephone. We encourage parents to bring their child to school, so that the reasons for truancy can be discussed and, we hope, resolved. If the Joint Headteachers are unable to talk to the parent(s), they will talk to the child to find out if there are any worries or problems in school that might make that child not want to attend. If problems are identified, these are discussed and resolved with the class teacher/member of staff/other pupils.

At Ramillies Hall School, we endeavour to discover, through discussion with the individual pupils, classes and the Local Authority, what the children like and dislike about school. The staff consider the children's opinions and, if possible, adjustments are made to teaching and learning procedures and the school environment.

3.8. Agreed Part Time Attendance

If a pupil require a part time timetable the Local Authority Educational Welfare Officer will be notified by the Joint Headteachers. The procedures for the recording of absence during the part-time attendance will be the same as for full time.

3.5. Promoting Good Attendance and Punctuality

- **Assemblies**

Individual Assemblies and the Community Curriculum, Preparation for Working Life for Year 10 and 11, relate to every day matters of school life including attendance, time-keeping, excuses, illness, what Ramillies Hall School can and cannot change.

- **Class Organisation/Lessons**

- Worksheets on attendance; time-keeping monitoring sheets.
- Lessons on telling the time.
- Class/School Council discussions on feelings, likes and dislikes about school.
- Peer group support – contacting friends who are absent.
- Positive support for those pupils who have been absent for a significant period – planned reintegration.

- **Rewards**

When leaving at the end of the academic year, the pupil(s) with 100% attendance receive a Certificate of Attendance

4. PROCEDURES

4.1. Registering Absence

To meet legal regulations the school operate a registration procedure:

- All pupil are registered in their form groups twice a day, morning at 8.40am and afternoon at 1.50pm.
- A code system clearly displayed on the register is used to note any absences, authorised or unauthorised and lates.
- Blanks spaces or the use of corrector fluids are not permitted on the registers.
- Any notes from parents requesting time away from School should be sent to the school administrator.
- Any absence must to be reported by the pupils' guardian or parent(s) by telephone no later than 9.30am. If an absence is not reported by this time, the school's administrator will phone the parent(s) or guardian. If there is still no reply the pupil is marked as an unauthorised absence.
- Should a pupil be absent for two consecutive days without explanation the school administrator should then ensure that the parents or guardians of the absent pupil are contacted by telephone by the end of the third day and that they give a satisfactory explanation for the absence.

- If the School Administrator or Nursery Manager is unable to contact the parents or carer, has concerns over the explanation or lack of it or over any pattern of absences observed they should seek advice from the Designated Safeguarding Lead, who may pass their concerns onto Stockport Children's Social Care, where deemed necessary.

4.2. Notification of Absence or Lateness

There are three systems for registering absence or lateness, these are:

1. When the pupil does not arrive on time in the morning for registration.
 - Morning registration starts at 8.40am close at 8.50am.
 - The register is returned to the office by 9.00am.
 - The Administrator checks the register and notes any blanks and "O"s; unauthorised absence with no explanation or insufficient explanation given.
 - If no notification of absence is received by 9.30am see procedure above in Registering Absence.
2. When parents notify the office of their child's absence.
 - The Administrator receives notice by a call or email.
 - If an email is received, the Administrator calls the parent to verify identity of the sender of the email.
 - The Administrator then fills in the absence and late record sheet and the register when it arrives back from Morning Registration.
 - Pre 8.30am, pupil absence notifications go onto the morning briefing agenda for all staff to be made aware.
 - Post 8.30am, staff are notified through Morning Briefing Notes which are sent from the Administrator by email to all staff and posted on the staff room whiteboard.
3. When the pupil registers late in the office.
 - Any pupil arriving after 8:50am (the time of registration finishing) must report directly to the School Office¹ to receive their attendance mark. This will be marked as a late in the register.
 - If after receiving the register back a pupil is unaccounted for and no absence notice has been received from the parents, a member of the admin staff will check the pupil's classroom.
 - If the pupil is still unaccounted for, the parents will be contacted.
 - Pre 10:30am, staff are notified through morning briefing note sent by email and posted on the whiteboard.
 - Post 10:30am, staff will take note of any absences in the next registration session.
 - Due to Safeguarding and Health and Safety implications if a pupil does not report to the office when late, a lunch time detention will be issued. If this occurs 3 or more times parents will be notified.

¹ Reinforcement of this communication will be enforced through assemblies and form periods.

5. ARRANGEMENTS FOR REVIEWING THE ATTENDANCE AND TRUANCY POLICY AND PROCEDURE.

POLICY AND PROCEDURE REVIEW

This policy and procedure will be reviewed annually by the Joint Headteachers and the Designated Safeguarding Leads. They will also scrutinise the procedures and the efficiency with which duties have been discharged. Any deficiencies or weaknesses in the policy, procedures or arrangements will be remedied without delay.

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| Written By | Denise Anthony and Charlotte Poole |
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