



School Aim
To make learning irresistible

HEAD TEACHER: Miss Rachel Otter
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ATTENDANCE POLICY **Autumn 2017**

Mission Statement

Pinewood Infant School aims to maximise attendance rates in order to ensure that all students are able to take the fullest advantage of the learning experiences available to them.

Statutory Framework

Under Section 199 of the 1993 Education Act, a pupil is required to attend regularly at the school where he/she is a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent 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 (see below).

Rights and Responsibilities

Improving attendance at Pinewood Infant School is the responsibility of everyone in school community, including pupils, parents and staff.

Pupils

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who experience attendance difficulties will be offered prompt and sympathetic support, initially from their class teacher and, if the need should arise, from the head teacher.

Parents/Carers

Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents/carers are requested to notify the school as soon as possible by telephone on the morning of the absence. A pupil's absence from school must be considered as un-authorised until a satisfactory explanation is forthcoming from the parent/carers. Parents/carers will receive a text message by 10:00am if we have not received a reason for the child's absence. A phone call will be made by 11:00am to the parent if they have not responded to this text message.

Parents/carers will be informed promptly of any concerns that may arise over a child's attendance. The head teacher will write to parents/carers whose child's attendance is cause for concern. If possible, parents/carers should avoid making medical/dental appointments for their child during school hours.

Parents/carers whose first language is not English, or who have literacy difficulties, will be offered appropriate support from the school in matters of communication.

School

Staff will endeavour to encourage good attendance and punctuality through personal example. The school will employ a range of strategies (see below) to encourage good attendance and punctuality and, liaising closely with parents/carers and the School Attendance Advisor, will promptly investigate all absenteeism. Staff will respond to all absenteeism firmly and consistently.

Registration

Registers will be called promptly at 8.45 am and at 1.20pm and will be marked in red or black in accordance with the list of symbols shown in the register front sheet.

Registers will close at 9.00am and at 1.30pm. If a pupil fails to arrive after the registers are closed, he/she will be marked as 'absent'. Pupils who arrive after the registers have been closed should report to the school office to be signed in the late book.

After morning registration has taken place, any child being removed from school by a parent/carer so that they may attend an appointment (medical, external exam etc) must be entered into the Pupil Movement book with the appropriate reason stated. This will enable the class teacher to account for all children marked as present in the event of a evacuation. When the child returns into school they must be signed back into the Pupil Movement book. However, if that child does not return to school and is consequently marked as absent in afternoon registration then the appropriate absent code will be entered into the register.

Authorised/Unauthorised Absence

It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence. Pinewood Infant School will decide on how an absence is to be recorded according to 'School Attendance: Policy and Practice on Categorisation of Absence' (DFE 1994). This states that:

Absence can be **authorised** if:

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body of the school').
- The pupil was ill or prevented from attending by any unavoidable cause.
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong.
- The school at which the child is a registered pupil is not within walking distance of the child's home and no suitable arrangements have been made by the LA for any of the following;
 - the child's transport to and from school
 - boarding accommodation for the child to become a registered pupil at or near the school' and
 - enabling the child to become a registered pupil at a nearer his/her home
- The pupil is the child of a Traveller parents/carers and the conditions as stated in paragraph 47 of the guidance are met.
- There is a family bereavement.
- The pupil is attending an approved off site activity or is receiving off site tuition.
- The pupil is attending a Pupil Referral Unit.
- The pupil is participating in an approved public performance.
- The pupil is involved in an exceptional special occasion (e.g. if a pupil is attending the graduation of an older sibling)

Absence should be **unauthorised** if:

- No explanation is forthcoming.
- The school is dissatisfied with the explanation.
- The pupil stays at home to mind the house or look after siblings (the guidance suggests that absence in such cases should only be granted in exceptional circumstances)
- The pupil is absent for unexceptional special occasions (e.g. a birthday)

Holidays

Amendments to The Education (Pupil Registration, England) Regulations 2006 remove references to family holidays and extended leave as well as the statutory threshold of 10 school days. The amendments make it clear that head teachers MAY NOT grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Procedures for Following Up Absence

- The parent/carer of an absent pupil will be contacted by text on the morning of absence by 10:00am. If this text does not prompt a response then a follow up phone call will be made later that morning. This is chased up by the class teacher if the reason for absence is still unexplained on the child's return to school.
- If a pupil is persistently (or intermittently) absent or late, and the school's efforts to effect an improvement have been unsuccessful Targeted Support will be informed and they will make a home visit.

Please see Appendix 1 Attendance Procedures 2017

Strategies for Promoting Attendance

- Pinewood Infant School will work to provide an environment in which pupils feel valued and welcome, that pupils feel their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- School will promote good attendance by offering rewards at an individual, class and family level.

Please see **Appendix 2 Attendance Rewards**

- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupil's needs.
- Attendance data will be regularly collected and analysed in order to help identify patterns, correlate attendance with achievement, set targets, and support and inform policy/practice.
- Pupils whose attendance is a cause for concern will be contacted in writing by the attendance Lead. The Head Teacher will meet with parents/carers to discuss these and if an improvement is not made the Targeted Support will be contacted.
- We have produced a Pinewood Infant School booklet for parents' information in a child friendly format. **Appendix 3 It's cool to be in school**
- Parents will be reminded regularly via newsletters, the school brochure, parents' evenings etc of the importance of good attendance.
- Pupils who are absent through sickness for any extended period will, when appropriate, have work sent home to them and will be given suitable support from school on their return.
- Pupils who have been absent for whatever reason for extended period will, when appropriate, have individually tailored reintegration programmes prepared for them
- The Head Teacher will make an annual report to the governing body on attendance matters.
 - The Head Teacher will, when appropriate, liaise with other agencies such as Educational Psychology Service, Social Services, School and Family Support Services (SFSS), when this may serve to support and assist pupils who are experiencing attendance difficulties.
- Regular visits are encouraged from the junior feeder school in order to ensure the smoothest possible transfer from infant to junior.

Appendices

Appendix 1 Attendance Procedures 2017

Appendix 2 Attendance Awards

Appendix 3 it's cool to be in school

Appendix 4 Request for leave of absence letter

Appendix 5 Request for Absence Decision letter

Appendix 6 Return to school after an unauthorised absence letter

Appendix 7 Attendance concern letter less than 95% (illness)

Appendix 8 Attendance concern letter less than 95% (holiday)

Appendix 9 Attendance concern less than 90%

This policy will be reviewed Autumn 2018 by the full governing body

Daily attendance checks

Class teacher completes register Office will check registers for absence. Text message to parents by 10 am if absence is unexplained. Phone call by 11am if not had contact with parent. **1st Day Call**

Reason gained- decision made for mark in register
AUTHORISED/NOT AUTHORISED

Continue to monitor period of absence
Attendance falls below 95%

Attendance falls below 95%

Attendance lead sends out a concern letter and offer of school support to improve attendance

If no improvement family is invited in to a meeting with the head teacher (if falls below 90%) and also informed of need of evidence for future authorisation. Attendance leads keep all records
Letter from A.L.

No Improvement
Attendance falls below 85%

Attendance falls below 85%

Attendance Lead writes to family & informs of period of monitoring
Letter from HT Attendance Lead invites family in to discuss
Letter from A.L.

Family informed of need of evidence for future authorisation
Letter from HT

If no improvement Attendance lead refers to Targeted Support
Letter from A.L.

Leave of Absence Request

Appointment is made with the head teacher to discuss leave request and a form is issued. HT writes to family inform of decision.
Letter from HT

If unauthorised and family take out of school then a follow up letter is also issued
Letter from HT

Unauthorised absence exceeds 14% - referral to Targeted Support
Letter A.L.

Appendix 2: Attendance Awards

Whole School Reward Procedures for Attendance

Offer rewards for attendance:

- 1 child from each class who has 100% attendance that week will be drawn at random and will receive a special attendance sticker and pencil prize
- Each week if you come into school every day that week you will get a ticket for the half termly class prize draw. Therefore if you are in school every day 5 weeks out of a 7 week half term then you will get 5 tickets to enter in the prize drawer. If you are in school every day for 7 weeks then you will get 7 tickets! The winner in each class in the half termly prize draw will receive a £10 Amazon voucher for you to buy yourself a treat!
- Each week we will also look at class attendance and we will reward the best class with a certificate and give them the school attendance trophy and 'It's cool to be in school emoji cushion to display and cuddle in their classroom!



- Every week for each half term we will record the attendance in each class and give the gold award for 100% attendance (3 points), the silver award for 98%-99% (2 points) and the bronze award for 96-97% (1 point). The points will be added up near the end of the half term and the winning class can choose a class treat. This could be a box of chocolates to share in class, an extra playtime, cake, a play afternoon . . . you can decide!



3 points



2 points



1 point

- At the end of each full academic year the children who have had 100% attendance all year will receive a £10 Amazon voucher to buy themselves a treat.

Coming to school is really cool!

Pinewood Infant School
&
Foundation Unit

Attendance Booklet

Coming to school is really cool!



Every Day Counts

Aims

- ❖ To increase levels of attendance throughout school.
- ❖ To continue to improve punctuality.
- ❖ To promote a positive attitude to attendance and punctuality amongst pupils and their families.
- ❖ To ensure children are not taking holiday leave in term time.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence:



Authorised- where school approves pupil absence



Unauthorised- where school will not approve absence



If a child is absent parents should call school on each day of absence by 9.15am OR email: office@pinewood.notts.sch.uk

ACCEPTABLE REASONS FOR ABSENCE;

- ❖ Illness
- ❖ Illness with a risk to others (infection)
- ❖ A death in the family
- ❖ Medical appointments which cannot be made outside of school hours - Please make sure wherever possible that these are made outside of school hours
- ❖ To take part in special tuition outside school
- ❖ Time set aside exclusively for religious observance

UNACCEPTABLE REASONS FOR ABSENCE;

- ❖ Getting up late
- ❖ Holidays unless exclusively for religious observance
- ❖ School uniform in the wash
- ❖ Visiting friends or relatives
- ❖ Because a brother or sister is poorly
- ❖ Birthday
- ❖ Because you can't get them to school (alternative travelling arrangements must be made)

To help your child achieve good attendance please can you:

- ◆ Make sure your child arrives at school on time (8.40am)
- ◆ Phone or email school on the day your child is absent before 9:15am.
Telephone 0115 9521717 or email on office@pinewood.notts.sch.uk
- ◆ Discuss with school at the earliest opportunity any problems that are affecting your child's attendance.
- ◆ Do not let your child be off unless it is really necessary.
- ◆ Arrange medical/dental appointments outside school hours.
- ◆ Do not take holidays in term time - they can't be authorised.

Any child that the school has concerns about regarding their absence will be monitored for patterns of non-attendance. Any unauthorised attendance will be monitored-this includes holidays. If we do not know the reason for absence then a text, phone call or letter requesting the reason for absence will be sent out to parents/guardians. If there is no improvement in attendance a referral to Targeted Support will be made. Please let us know each day why your child is off, as early as possible on that day.

Please don't be late

School begins at 8.40am and learning takes place straight away. Children need to be in school for registration by this time. Any child arriving late will need to go to the school main entrance with their parent/guardian so that a reason for lateness can be entered into the late book. This is the only way to enter the building so that school is not disrupted in any way. Please do not ask the class teacher or pupils to open any outside doors because it is important that we keep our school safe for everyone. If your child is late we have to record that in the registers and persistent lateness will need to be addressed.



Please work with us to help achieve great things for your children.

A message to the Pinewood children

We believe Pinewood is the best place to be! Every day we have so much fun and we all work together as a great big happy family.

Coming to school every day helps you to:

- make sure you don't miss important learning
- have better chances of getting a good job
- have fun with your friends and feel really happy

To do well in school:-

If something is upsetting you at school let your parent/guardian or teacher know. Don't stay at home worrying about it.

To help you to do this we will:-



- ✓ Make lessons exciting and fun and we will make sure that you learn lots.
- ✓ Make you feel loved and valued when you are here.
- ✓ Offer rewards for attendance:
 - 1 child from each class who has 100% attendance that week will be drawn at random and will receive a special attendance sticker and pencil prize
 - Each week if you come into school every day that week you will get a ticket for the half termly class prize draw. Therefore if you are in school every day 5 weeks out of a 7 week half term then you will get 5 tickets to enter in the prize drawer. If you are in school every day for 7 weeks then you will get 7 tickets! The winner in each class in the half termly prize drawer will receive a £10 Amazon voucher for you to buy yourself a treat!



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3 points



2 points



1 point

- At the end of each full academic year the children who have had 100% attendance all year will receive a £10 Amazon voucher to buy themselves a treat.

Coming to school is really cool!

Appendix 4



“Together we give children the roots to grow and the wings to fly”

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Application for Leave of Absence for Annual Holiday

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

Leave must be put in writing to the Headteacher, not less than one month before the proposed period of absence and should include:

- An explanation of the special circumstances for absence from school and reason why leave cannot be taken during the school holiday period,
- An explanation of the educational benefits of the leave to your child,
- Describe the measures that will be taken to ensure your child is not disadvantaged by missing essential elements of the school curriculum.

Proposed Dates of Absence from: To:

I request permission from the school’s Governing Body for my child:

Name: Class:

To be granted leave of absence for the above dates.
Please give details and reasons for the proposed absence:

Signature of
Parent/Carer: Date:

The Head Teacher/Governing Body will carefully consider your request and will respond in writing. If permission is refused any absence for the above period will be recorded as unauthorised absence.
Having a good education will help to give your child the best possible start in life.
If your child is absent for any period, he or she may miss essential elements of their learning programme.

For Office Use:

Application: Authorised/Not Authorised

Signature: Head Teacher. Date:



Appendix 5



“Together we give children the roots to grow and the wings to fly”

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Dear Parent/Carer of

LEAVE OF ABSENCE DURING TERM TIME RESPONSE

AUTHORISED/UNAUTHORISED

SIGNATURE OF HEAD:

DATE OF DECISION:

Child's Name:

Class:

Dates requested for leave of absence from school: to

First Date of Absence from School:

Last Date of Absence from School:

Total number of school days requested:

Total number of school days authorised

The application for leave of absence during term time **was/was not** considered to be exceptional under the 2006 regulations in the Educational (Pupil Registration) (England) (Amendment) Regulations 2013.

Reasons for the decision:

1. The supporting evidence **did/did not** clearly explain the special circumstances for absence from school and reason why leave cannot be taken during the school holiday period.
2. The supporting evidence **did/did not** explain the educational benefits the leave will bring to your child.
3. The supporting evidence **did/did not** describe what measures you intend to take to ensure that your child is not disadvantaged by missing essential elements of the school curriculum. The local authority advice also states that the following points should be considered when determining exceptionality:
 - that the particular circumstance is unlikely to recur
 - that the circumstances mean the leave would significantly improve a child's health or wellbeing
 - that the circumstances mean the leave would prevent a deterioration of a child's health or wellbeing
 - that the circumstance means that a child's educational development is unlikely to be impaired.

If the leave of absence is not agreed then any leave will be treated as unauthorised. If a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days in total over a 6 week rolling period, then the school can issue or request the Local authority to issue Penalty Notices to each parent for each child to who unauthorised absence applies. Also a series of absences without authorisation will result in a referral to Targeted Services.

Appendix 6



“Together we give children the roots to grow and the wings to fly”

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Dear Parent/Carer,

LEAVE OF ABSENCE DURING TERM TIME

Name of Child

Dates of Absence:

We are aware that your child has been out of school for a holiday in term time for the duration indicated above. I am writing to inform you that this period of absence **was not authorised**.

I must advise you that any unauthorised absence where a pupil is absent from school for more than 10% of the time in any 6 week period will result in a referral being made to Targeted Support who will contact you to help you to improve your child's attendance.

If your child's attendance does not improve or gets worse the local authority can decide to issue you with a penalty notice even if the school chooses not to.

We hope that you will reconsider this course of action in the future.

Yours sincerely

Miss Rachel Otter
Head Teacher

Appendix 7



“Together we give children the roots to grow and the wings to fly”

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Dear Parent/Carer,

As part of our commitment to improving the attainment of our pupils we monitor attendance on a regular basis and identify any pupil whose attendance is causing concern. I am therefore writing to you about your child's current level of attendance.

current attendance level is for to which is below 95% therefore a cause for concern. This we believe is mainly due to period/periods of illness which we are sure cannot be helped. However we would like to work together with you to improve your child's attendance. If we can help you in any way then please let us know.

If is unable to attend school please notify the school office with the reason for absence.

Yours sincerely

Miss Rachel Otter
Head Teacher

Appendix 8



“Together we give children the roots to grow and the wings to fly”

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We would like to work together with you to improve your child’s attendance and if we can help you in any way then please let us know. Ifis unable to attend school please notify the school office with the reason for absence.

Yours sincerely

Miss Rachel Otter
Head Teacher

Appendix 9



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Head Teacher