

At Rotherhithe we expect good attendance and punctuality. Our aim is for 100% attendance and punctuality.

We believe that:

- **Good attendance gives children every opportunity to influence their future quality of life and reach their full potential.**
- **Attendance is closely linked to achievement.**
- **Good attendance helps children in developing friendships.**
- **Punctuality is important. It is habit forming and shows commitment to the importance of working and learning.**

At Rotherhithe Primary School we:

- **Use a computerised register system which records absences and lateness.**
- **Employ a Safeguarding & Intervention Officer/ Pupil Welfare, Attendance Officer and Learning Mentors to prevent, reduce and help with problems around attendance and punctuality, as well as help with other problems relating to family support, student and family welfare and Safeguarding.**
- **Recognise the need for all parties with responsibility (i.e. parents, school, Education Welfare Officer (EWO), Southwark Children's and Adults Services and other external agencies) to work in partnership to achieve high levels of attendance and punctuality.**
- **Ensure registers are kept accurately. They record absences and lateness and these are inspected by the local education authority, monitored regularly in school and could be used as evidence in any legal proceedings.**
- **Under the guidance of Southwark Council, fines for those parents that take their children out of school in term time had been implemented as of the 1st September 2017.**

Roles/Responsibilities

Parents, schools and Southwark Education Authority share legal responsibilities in respect of attendance. Each party has legal duties and they are outlined underneath.

Role of Parents

Parents are required to:

- Fulfil their legal obligations to ensure their child receives full time education by regular attendance at school, under Section 7 of Education Act 1996.
- Fulfil their legal obligations under Section 7 of Education Act 1996 to ensure their child arrives on time for school – 9.00 am to secure a full time education.

Parents should:

- Support the school in its aim to raise achievement through their child's full attendance at school.
- Contact the school, by telephone on each morning of absence, absence slip or letter on the first day of absence if their child is unable to attend for a valid reason. (see appendix 1 for Authorised and Unauthorised Absence).
- Try to make appointments for after school and if not for the afternoon to make sure their child attends in the morning to maximise learning time.
- Take holidays out of school time as far as possible. The school will not approve term time trips under any circumstances. Inform the school if their child is leaving giving details of the next school. This ensures records can be quickly passed on to give the child the best possible start in a new school.
- Reply to letters sent by the school querying absences.

Role of the School

Class Teachers are required to:

- Take the register at the beginning of every session (see appendix 2 for details) using the appropriate symbols.

Class Teachers should:

- Positively promote good attendance and punctuality in their classes.
- Record if children are present or absent on the computerised register and the Attendance Officer to code the register with the correct attendance code when all registers have been taken.
- Keep daily totals of attendance.
- If concerned about a child's: Please see the Attendance Officer with attendance concerns and the Safeguarding and Intervention Officer for welfare/ safeguarding concerns.

- Ensure parents advise the Attendance Officer, Head, Deputy or PA to Head Teacher if their child is leaving school for any reason: New Area, Moving abroad ect, Information should include name, address, telephone number, name of new school, school address, school telephone number and start date.
- Fill in attendance figures on annual report forms. Head of School & Safeguarding & Intervention Officer are required to:

Fulfil legal duties under Regulation 3 of Pupil Register Regulation 1966.
Ensure the implementation of The Attendance Policy and procedures.

Head of School, Safeguarding & Intervention Officer and Attendance Officer:

- Keep a weekly summary and calculate attendance in percentage terms.
- Identify concerns and follow these up with telephone calls, letters and/or make referrals to their allocated EWO – Education Welfare Officer.
- Fill in yearly/ termly returns on Attendance records.
- Give out weekly class attendance results in the weekly newsletter to parents.
- Award 100% attendance certificates on a termly basis to individuals in a special assembly.
- Organise a special reward for those with 100% for the whole year.
- On an individual basis, note/reward those who improve on particularly poor punctuality or attendance.
- Report to the Head and Governors about attendance issues as required.
- Organise/lead any particular initiatives on attendance and punctuality.
- Assess individual levels of absence/punctuality at the end of each term and contact parents where necessary.
- Form positive links with outside agencies such as EWO and Social Services.
- Provide work for non-attending children as requested.
- Form positive relationships with parents to resolve non-attendance issues.
- Share joint responsibility with the PA to the Head of School, to off roll children (under Head Of School's instruction)
- Enter children who arrive after 9.40 am on registers
- Ensure that communication and data for offsite provision is maintained and daily register is updated with the correct code

The names and data on registers as children are admitted and at the beginning of the academic year are entered onto the computer by the PA to the Head of School.

The Governing Body is required to:

- Produce an annual report for parents in which they must include reference to the school's attendance figures.
- Have a specific governor elected with responsibility for attendance, who will liaise with the School on this issue.

The Governing Body is empowered to ask the Head of School for a report on any aspect of the running of the school, including attendance

Role of Education Welfare Officer (E.W.O.)

- If other strategies are not successful in developing good attendance and punctuality the additional help of the EWO team will be required.

EWO have powers under section 444 of the 1996 Education Act:

- Offence: Failure to secure regular attendance at school of registered pupil. May result in families going to court for not fulfilling their obligations.
- The school will refer families if they have concerns about the welfare of any child including when attendance and/or punctuality is poor.
- Referrals will be made at the discretion of the Safeguarding & Intervention Officer and the Attendance Officer this will be dependent on individual circumstances.

Appendix 1.

Authorised Absence –

When a parent phones or sends a note

and

The school finds the reason acceptable.

e.g. child's illness, unavoidable appointment at hospital etc.

Unauthorised Absence –

When a note or phone call is not received

or

the reason is not acceptable.

e.g. going to buy shoes, washing machine broke down, sibling ill, visiting friend, got up late or when advised by the EWO(Education Welfare Officer) in particular circumstances for cases where referrals have been made.

Lateness

- It is very important to get your child here for 9.00 am when teaching begins.
- Lateness causes
 - *disruption to classes
 - *your child to miss valuable learning time
 - *unhappiness and leads to social problems with making friends
- The Pupil entrance (Hawkstone Road) to the school shuts at 9.00 am.
- If you arrive after this time you will use the main visitor's entrance and your child will be recorded as late, you will need to leave your child at the front office to minimise disruption to teaching.
- Lateness is recorded in the registers which are checked by the Local Authority.

Appendix 2

Register Taking.

The register must be taken at the beginning of the morning and afternoon session.

In the morning this will be at 9.00 am Children after 9.00am should be recorded as late with times and reasons noted.

Registers should be sent electronically to the office by 9.10am daily and should also be completed for the afternoon session.

If latecomers arrive after the register has been submitted, teachers should ensure that children have a late ticket, to show that they have been entered into the register by the office using the appropriate register codes.

Attendance/dinner register

The register is an electronic register which indicates attendance and school lunches. It will mark your child in for a school meal/ packed lunch when they are marked in the register. A mark for dinner/packed lunch also acts as a mark for the child's presence in school that day.

ROTHERHITHE'S ATTENDANCE AND PUNCTUALITY POLICY

~ AIMING FOR 100%

Governors have written a new policy. Full versions are available in school – but here is a summary of the most important points for you as parents. Do ask if you would like to see the full policy.

As parents you are required to:

Fulfil your legal obligations to ensure your child receives a full time education by regular and punctual attendance under Section 7 of the 1996 Education Act.

(The Education Welfare and Attendance Service have powers under Section 444 of the 1996 Act to take families to court if they do not fulfil their obligations.)

Parents should work in partnership with the school by:

- **Contacting us if the child is absent, and letting us know on each day of absence, not just the first day.**
- **Providing evidence in the form of a Doctor's note, appointment card, certificate or prescription for medication with your child's name on, for absences of 3 or more days.**
- **Making appointments for after school whenever possible and if unavoidable in the afternoon.**
- **Taking holidays out of school time.**
- **Informing the school if your child is leaving.**
- **Arriving on time every day.**

The School will take registers to monitor attendance and punctuality. To help to prevent and reduce absences, the School employs a Safeguarding & Intervention Officer Shirley Walters Please come in and see her if you have any concerns or need support of any kind.

We believe regular attendance and good punctuality:

- Is closely linked to achievement
- Helps with building friendships
- Gives children every opportunity to influence their future quality of life.

We hope you share and support these aims.

Working together we can achieve the best for the children.