



Pudsey Primrose Hill Primary School

Attendance Procedure

At Pudsey Primrose Hill Primary School we take steps to ensure that attendance is monitored regularly and that pupils whose attendance is giving cause for concern are identified so that interventions can be planned.

Procedure

- The class teacher will take a register recording who is present and absent from school at **8.50am**. The school external gates are locked at this time, ensuring that any late pupils must then enter the school through the main entrance and be recorded by staff in the school office. If any pupil arrives late, the office staff will ensure that the child's name is entered on the register. All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.
- The register officially closes at **9.30am** and any pupil arriving after this time will typically be marked with an absent late mark for the session. In some circumstances an M code (medical absent code) may be used if the child has attended an appointment at the Doctors, Dentists or Hospital, etc.: An I code if an illness /medical reason prevented the child from arriving before register closed. On some occasions, school may use the C code for circumstances authorized by the school. This should be agreed by the Headteacher and will depend on individual circumstances.
- During the morning, the absences from that morning and the previous afternoon will be recorded onto the electronic registration system and all the present pupils marked present. The register is returned back to the class teacher before the start of the afternoon session and the register is again taken at **1.20pm**. The afternoon register closes at **1.30pm** and after this time a child arriving will have a code entered into the register as detailed above.
- Reasons for absence may be offered verbally by phone by parents or via email. When parents ring in or email, the absence is recorded and then entered onto the electronic registration system by staff in the school office.
- Any absence notes received by Class Teachers should be sent to the School Office in the front of the class folder each morning so that office staff can update the child's attendance record.
- Each morning, a daily absence list is generated (by 9.30 a.m.) The School Administrator indicates at the side of each child's name a reason for absence, if known. The list is used to complete the dinner orders for that day, copies are also generated for the Home School Liaison officer, and for the After School Club.

- Class teachers share the responsibility for alerting the Home School Liaison officer / Extended schools Manager/ Administrator to issues surrounding a child's attendance. It is often the class teacher who initially identifies a pattern of absence / punctuality. Each day the parents of the children who are absent, for whom we have not received a message or note regarding their absence are contacted by phone by a member of staff in the school office. If no response is received then a voice mail, text message or follow up email is sent.
- Any children who are considered vulnerable, at risk, and who are not in school are identified. The parents are contacted by the Home School Liaison officer to ascertain a reason for absence and to ascertain whether there is any cause for concern. If there is a safeguarding concern, then this is passed to one of the CP designated officers.
- We know that by attending school regularly children are kept safe, are able to access free school meals if eligible and have access to other services, which increases their own emotional and physical resilience and therefore their ability to keep themselves safe when not at school. Persistent absence is often an early indicator of children/families with additional needs. If a child's attendance is causing concern, the home school liaison officer in the first instance, will alert parents to this fact. Sometimes this in itself is enough to improve a child's attendance and/or punctuality at school. If the situation does not improve we may seek advice from the Pudsey Cluster Attendance Officer or refer to Guidance and Support through Pudsey Cluster.
- Parents are able to request leave of absence for their child in exceptional circumstances. A Holiday in Term Time Request is not usually exceptional and in the vast majority of cases would be refused unless there is an exceptional case to grant such a request. In granting exceptional leave there may be occasions where the LGB / CEO of the trust is consulted for further advice.
- The Headteacher makes the decision as to whether an absence is authorised or unauthorised. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence.
 - The child is ill or is prevented from attending by unavoidable cause
 - The child is absent on days exclusively set apart for religious observance in their particular faith
 - The child is absent 'with leave' in exceptional circumstances, agreed in advance with the school.

A reason for a period of absence is always required. The school will contact parents who have not offered a reason and will mark the absence as unauthorised if no reason is provided.

- For children who leave our school at dates other than the normal time of leaving, we ascertain in advance details of the destination school. A CTF is then sent to the receiving school. For any children whose destination is not known at the date of leaving, then they remain on roll until such times as we receive confirmation of them starting a new school, or we would keep them on roll until the School Attendance Improvement Officer confirmed we could take them off roll, after which time we would send a CTF to record them as "Children Missing Education".
- Attendance information is presented to the Governors at the meeting of the full Governing Body via the HT report to governors. Aspirational attendance targets are set each year.

- Weekly percentage attendance class champions are listed on our Newsletter each week as well as the whole school percentage attendance, which is shown as a comparison to our school target.
- 100% Attendance Certificates are awarded each term to individual children. Bronze is awarded for one term, Silver for two terms and Gold for the whole year.
- School takes part in the annual 'Give it 100%' competitions and eligible pupils are entered into the prize draw.

**This Attendance Procedure was adopted by Pudsey Primrose Hill Primary School on
24/03/2020**

Chair of Governors – Mr G Gibson		
Signature:		Mr G Gibson
Frequency of review:	2 years	
To be reviewed and approved by:	PPHPS Full Board	
Date of next review:	February 2024	

REVIEW RECORD

Date of review	Reason for review	Date of next review
08/02/2022	Agreed review schedule.	Feb 2024

Name:		Signature:	
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on behalf of PPHPS Full Board

Date of review	Reason for review	Date of next review

Name:			
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on behalf of PPHPS Full Board

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