



Flakefleet Primary School

Northfleet Avenue
Fleetwood
FY7 7ND

T: 01253 872884

E: head@flakefleet.lancs.sch.uk

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The purpose of the attendance policy is to enable pupils to achieve and maintain good and punctual school attendance so they benefit fully from the education offered by Flakefleet Primary School.

Flakefleet School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true success.

The school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Aims

1. Improve the overall percentage attendance of pupils at school.
2. Make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. Provide support, advice and guidance to parents and pupils.
5. Develop a systematic approach to gathering and analysing attendance related data.
6. Further develop positive and consistent communication between home and school.
7. Implement a system of rewards and sanctions.
8. Promote effective partnerships with relevant agencies.
9. Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.



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To meet these objectives Flakefleet Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. Flakefleet Primary School will expect every child to strive for 100% attendance. If a child's attendance falls below 96% (national average), school will inform parents and put into place any intervention or support which may be required, dependent on the individual circumstance. A child is considered to be a persistent absentee if their attendance falls below 90%. At this stage, the child will be referred to County attendance team if the circumstance requires and may be liable for prosecution depending on the individual circumstances.

Achieving good attendance

The school believes that good attendance and punctuality is secured by:

Providing effective, stimulating education;

Providing an attractive, secure and supportive environment;

Providing an ethos in which individuals and their rights and responsibilities are respected and clearly defined;

By implementing effective attendance routines and procedures that are clearly understood by all who are involved with the school.

Procedures

Registration

Each class teacher will call the register at the start of the morning and afternoon sessions. The register will be completed in the way recommended by national and L.E.A. guidance.



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Registers

The registers are opened at 8.55am the official closing time of the register is 9.20a.m. for the morning session. The afternoon session registers open at 1.00p.m. for the key stage one and 1.10pm for key stage two. All arrivals after this time, without prior knowledge of appointments, will be marked as unauthorised. The registers are taken on iPad and sent to the school office electronically. In the event of a fire the teacher will take their iPad out to the assembly point to retake a register in the event of an emergency evacuation.

Reasons for Absence

On the day, your child is absent from school you must phone the school office with a reason. If no reason is given, why your child is absent a text will be sent to the contact number, you then can respond for free with your child's reason for absence. If there is no response to the text a telephone call will be made asking the reason why your child is absent from school. When attendance is below national average 96% a home visit may take place, by the lead person in school for attendance (Mrs Pratt. Once a reason has been established this is recorded in the register with the appropriate attendance code. If there is still no reason given a letter is sent to establish the reason why.

Lateness

Children arriving late at school will be required to record their arrival with the attendance lead at the office. Once their arrival has been recorded, children will immediately report to their class teacher. These will then be followed up by the attendance lead with a standard letter informing the parent of the number of minutes late and reminding them of the school's start time.



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Monitoring

The registers will be monitored by the attendance lead, who will look for patterns and trends such as:

- Children with frequent absences
- Children with an established pattern of absence
- Children with unauthorised absences
- Children with frequent late marks
- The attendance of children who have been noted previously in register checks.



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The attendance lead will use prepared letters to parents to request reasons for absence where these are not forthcoming. Where a child's absence/punctuality continues to be problematic, parents will be invited to discuss the issue with the attendance lead. Where this does not resolve the problem, the school will involve the necessary attendance officers and other relevant agencies.

Holidays by pupils in term time

Holidays in term time are not permitted unless in very exceptional circumstances. They are not an entitlement and any planned absences for holidays must be applied for.

Parents must apply to the Headteacher if they intend taking their children out of school during term time. They will then be asked to complete a school absence form as soon as possible prior to the absence taking place and no less than two weeks before the absence. Only in exceptional circumstances will time off for holidays be authorised and for no more than 5 days in one school year.

Penalty notices will be issued by the local authority to the parent of any child who has at least five days unauthorised absence from school in a term or seven days over two consecutive terms. This will incur a cost of £120 per parent per child. If paid within 21 days, the cost will be £60.

Information for Parents

The school will give parents written information about their child's attendance, including lates, annually in their child's school report.

Information for Governors

The governors of the school will be given information about attendance/punctuality where appropriate in Governors' meetings.

Information for Government Agencies

The school information will be provided to Government Agencies as and when required.



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Incentives

At the end of every week there is an attendance cup for the class with the highest attendance which is presented in a Celebration Assembly.

The school have an attendance league where classes win prizes at the end of each term. At the end of each school term a certificate will be presented to children who have achieved full attendance in that term. Prizes will be presented at the end of every year for those children achieving full attendance for the year.

Extended Absence

The school will only provide work for pupils who experience extended absence for medical reasons and not for other absences taken during term time.

This policy will be reviewed annually.

Next Review September 2018