



Morden Mount Primary School

ATTENDANCE POLICY

Approved by:

Morden Mount Primary School Governing Body on 17th September 2019

Next review:
(every 2 years)

Autumn 2021



MORDEN MOUNT PRIMARY SCHOOL

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Article 28: Children should be encouraged to go to school to the highest level they can.



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I Aim of this policy



Our children are confident learners, they work hard to succeed with every challenge.



Our children show respect for themselves and other people in our community, our country and our world.



Our children love learning and are keen to learn in our school, at home and in the future.



Our children have strong core skills in communication (reading, writing, speaking and computing), mathematics and have a good understanding of topics across the whole curriculum.



Our children are confident to share their views, listen to other people's ideas and opinions and make decisions that help everyone achieve.

Our aim is to ensure pupils have excellent attendance and punctuality so they can succeed and thrive at our school and achieve our values above. In order to do this, we aim to:

- encourage, recognise and praise good attendance and punctuality
- teach children the importance of developing good habits of attendance and punctuality
- liaise with parents regarding attendance concerns
- have clear procedures for recording and monitoring attendance and act quickly if issues arise
- set aspirational targets for high levels of attendance, above the national average



2 Roles and Responsibilities

Parents/carers must:

- ensure that their children's school attendance is as high as possible
- inform the school of any reasons for a child's absence as soon as possible
- avoid scheduling anything during the school day or term time that could be done outside of school hours or during school breaks (doctor's appointments, holidays)
- ensure that children arrive in good time for the start of each school day

The school will:

- record and monitor pupil attendance. If there are any concerns with pupil attendance, the school contacts parents/carers to discuss the issues
- contact all parents/carers on the first day of absence if they have failed to make contact with the school. (Parents/carers are reminded that it is their responsibility to contact the school)
- ensure any safeguarding actions are taken include:
 - Pupils missing from education will be notified to the Local Authority following their procedures (currently 10 days of absence triggers this)
 - Vulnerable pupils will be referred to social services if their absence is a concern
 - Pupils will only be taken off roll once new educational destination has been confirmed. If there is a concern then the Local Authority will be informed.

3 Attendance Procedures at Morden Mount

School times are shown below:

	Year	Start	End
Morden Mount	Nursery Morning	09:00	12:00
	Nursery Afternoon	12:30	15:30
	Reception	08:55	15:25
	Year 1 and 2	08:55	15:25
	Year 3, 4, 5 and 6	08:55	15:30

- There are two registration periods – AM and PM. Registration is taken by the class teacher or Higher Level Teaching Assistant teaching the session and is completed online using the school's SIMS system. The class teacher/HLTA **MUST** only enter the following marks.

/ present AM

\ present PM

O not present



- Codes showing reasons for absences will be added by the office. The U code (unauthorised lateness) is to be used if the child arrives after 09:30. It can only be used if Head of Campus/Headteacher authorises it.
- Registers must be taken within the first 15 minutes of the start of the morning and afternoon session. The registers are then closed. If a pupil arrives in class after the register has been closed then a note must be sent to the office stating that the child is in but the register is closed. The office will record this as L.

4 First day of absence procedure

It is the responsibility of all parents to notify the school on the first day of a period of absence. This is to ensure that our children are kept safe and the school knows the reason for their absence. Parents can leave messages on the school answer machine by choosing option 1 after dialling the school's main number (see front of policy)

If a message is not received from a parent

A text message will be sent to parents/carers of any absent pupils who have not notified the school on the morning of their first day of absence. This will ask parents to phone the school.

If a phone call is not received

The attendance officer will phone parents.

The attendance officer will keep a log of texts and calls. Any concerns regarding safeguarding will follow the school's safeguarding procedures (See safeguarding policy).

5 Monitoring of pupil attendance

The school monitors the attendance of every pupil.

The attendance officer will update the Head of School by 10:00 every day on children who are absent; the attendance officer will meet the Head of School every three weeks to discuss children flagging up as a concern and next steps.

The fast track procedure for dealing with low attendance is used by our school. The pattern of actions is explained in Appendix I.

When the school's actions are deemed to have made limited impact and the attendance or punctuality is of concern, referrals to the Greenwich Attendance Advisory Service will be made. This may lead to the issuing of a fixed penalty notice (in line with Local Authority policy) if no improvement is seen.



6 Analysis of attendance

Attendance for every pupil is analysed every half term.

The parents of pupils who have low attendance will be:

- Sent a letter warning of low attendance
- Placed on the attendance watch list
- Invited to have a meeting with the head of campus and attendance officer.

The meetings with the head of campus and attendance officer are designed to be supportive. They explore possible reasons for poor attendance and the school will look to offer solutions that will encourage the pupil to be keen to come to school.

Pupils who have continually low attendance will be referred to the Education Welfare Service.

The termly attendance statistics and key points are shared with governors.

7 Annual report of attendance to parents

Annual registration certificates are shared with parents as part of our annual report for their child (published in July of each year). Accompanying the certificate is a letter which is graded at Green, Amber or Red using the following criteria.

RED: Below 90% AMBER: 90%-95% GREEN: 95% and above

Parent of pupils who receive a “red letter” will be invited to a meeting in September with the Head of Campus or the Headteacher to discuss how we can ensure attendance is high in the next year.

8 Attendance watch list

Pupils whose attendance is a cause for concern will be placed on our attendance watch list. This list will be monitored by the Attendance Officer who will decide whether to authorise any absences. Pupils on the watch list will need to provide medical evidence to justify any absences due to illness.

Parent/carers or pupils on the watch list are phoned by the Attendance Officer every day that they are absent.

9 Punctuality

Pupils should arrive in school by the time the register closes. It is important that they are not late. Parents are reminded to get pupils to school in plenty of time.

Consistent lateness will result in the pupil being placed on the attendance watch list.



10 Sharing the attendance policy with parents

Parents receive the attendance policy as part of their welcome pack when they join our school. In addition, parents are given a letter with the following text:

SCHOOL ATTENDANCE

We promote high attendance and excellent punctuality for all our pupils and we need the help of our families to make this happen. Our staff are committed to providing teaching of a high quality but this can only have an impact if our pupils have regular attendance and are on time every day.

Our attendance team closely monitors the attendance of all pupils. This work is led by our attendance officer Ms Somers. If a pupil's attendance falls below 90% then parents will be invited to a meeting to discuss how the school can support higher attendance. If attendance does not improve then other options will be explored which may involve the local authority's legal team.

How can parents help?

The points below will help ensure your child's attendance is as high as it possibly can be:

- If your child feels unwell in the morning do not make a decision until the last moment.
- If your child starts to feel better during the day then bring them to school.
- Appointments for dentist or doctor should ideally be outside of school time. If this is not possible then appointments near the start or end of the school day are good as pupils will get the majority of the school day.

A child must not remain at home for the following reasons:

- Parent is sick
- Sibling is sick
- Birthday treats
- Avoidable appointments eg haircuts

The school will not authorise holidays. Leaves of absences are only given in exceptional circumstances. These should be applied for via the school office and applications must be made in plenty of time before the proposed absence.

What if my child is sick?

If a child is physically sick then the Department for Health guidelines state that they should be kept off school for 24 hours to recover. If a child feels sick then monitor them closely and bring them to school if they feel better. If you are unsure then please phone the school office for advice.

Please note: parents must contact the school office on the first day of a child's absence.



I 1 Leaves of absence

The school does not grant absence from school for holidays.

We recognise that we serve a diverse community and our children have relatives in many different countries. We ask that parents aim to schedule visits to family members who may be abroad during holiday times. In the rare occasion that a trip is unavoidable, the parent should complete a leave of absence form and they will be invited to school to meet with the Executive Headteacher or Head of School where the following procedure will be outlined to them. The school will explain that we are unable to authorise the absence; that if the parent has to go on the trip it would be marked as an unauthorised absence. On their return from the trip abroad, the parent will receive a letter explaining that any further absences must have medical proof or the matter may result in a referral to the Attendance Advisory Service.

I 2 Children missing from education (CME)

If a pupil is missing from school for ten consecutive school days and the school has no information about the child then Child Missing from Education (CME) procedures will be followed. These are set by the LA and are designed to ensure that all children are kept safe and that their education continues.

I 3 Deletions from roll

If pupils leave our school they remain on our register until we are contacted by their new school. At this point their leaving date is set to the day before they start their new school. If a child leaves and there is no contact from a new school for four weeks then s/he is removed and CME procedures are followed (see above). [Note the CME procedure would be started after two weeks]

The school attendance officer notifies the LA of all removals from our school roll.



I4 Summary - Staff Roles

Class teacher	<ul style="list-style-type: none"> • Takes registers for morning and afternoon sessions • Promotes good habits of attendance • Notes any attendance/punctuality concerns at the termly pupil progress meetings. • Has informal dialogue with parents regarding absences at the end of the school day and formal discussions about attendance during parent consultations.
Office staff	<ul style="list-style-type: none"> • Make first day contact calls for parents who have failed to notify school of a child's absence. • Maintain electronic copies of registers. • Start CME process if necessary. • Code absences following coding guidance.
Attendance officer	<p>Maintaining registers</p> <ul style="list-style-type: none"> • Make first day contact calls for parents who have failed to notify school of a child's absence. • Maintain electronic copies of registers. • Start CME process if necessary. • Code absences following coding guidance. • Notify the LA of pupils who have been removed from roll. <p>Supporting families to ensure attendance of children is high</p> <ul style="list-style-type: none"> • Sends daily emails to Heads of Campus/School listing absent pupils. • Works with parents/pupils whose absence is graded RED (below 85%) to ensure attendance rises. • Work with Greenwich Attendance Advisory Service to ensure good attendance of all pupils.
Head of Campus	<ul style="list-style-type: none"> • Monitors attendance of individual pupils. • Sets pupils' attendance levels as red, amber and green. • Attends school attendance meetings.
Headteacher	<ul style="list-style-type: none"> • Authorises leave of absences. • Monitors overall attendance of the school • Sets pupils' attendance levels as red, amber and green. • Meets with parents if required.
Greenwich Attendance Advisory Service	<ul style="list-style-type: none"> • Work with the school to set attendance targets and review attendance of individual pupils. • Attend School Attendance Meetings (SAM).



Appendix A Procedure for those with persistent absence – school fast track procedure.

All actions completed by School Attendance Officer unless otherwise stated.

Week 1	Fast Track Letter 1 sent to parents of pupil whose attendance drops to 92%	Email sent to class teacher and Head of Campus/School (HoC/S) advising that Fast Track Letter 1 sent (for information and so that class teacher/HoC/S can be supportive/encouraging when seeing parents at drop off and pick up)
Week 2	Fast Track Letter 2 sent if additional absences occur the following week	Email sent to class teacher and HoC/S advising that Fast Track Letter 2 sent (for information and so that class teacher/HoC/S can be supportive/encouraging when seeing parents at drop off and pick up)
Week 3	Fast Track Letter 3 sent if additional absences occur the following week.	Email sent to class teacher and HoC/Ss advising that Fast Track Letter 3 sent (for information and so that class teacher/HoC/S can be supportive/encouraging when seeing parents at drop off and pick up)
Week 4	Fast Track Letter 4 sent if additional absences occur the following week.	Email sent to class teacher and HoC/S advising that Fast Track Letter 4 sent (for information and so that class teacher/HoC/S can be supportive/encouraging when seeing parents at drop off and pick up)
<p>BOTH AUTHORISED AND UNAUTHORISED ABSENCES WILL BE TAKEN INTO ACCOUNT.</p> <p>IF AT ANY POINT DURING THE ABOVE 4 WEEK PERIOD, THERE ARE NO ABSENCES, THIS WILL 'HALT' THE PROCESS BUT THE PUPIL WILL CONTINUE TO BE MONITORED AND IF FURTHER ABSENCES OCCUR THE PROCESS WILL CONTINUE</p>		
Week 5	School attendance officer meets with HoC/S to review pupils being monitored and agree to meet with parents	School attendance officer sends letter to parents with date and time to meet HoC/S and school attendance officer the following week

Week 6	HoC/S and attendance officer meet parents for discussion to improve attendance and explain seriousness of situation. Complete an 'Early Help' assessment form and a 'Parenting Contract'	<p>School attendance officer sends letter to parents confirming actions agreed in meeting and acknowledging completion of Early Help' form and 'Parenting Contract'.</p> <p>If parent did not attend meeting, letter sent advising that any further absences will result in a referral to Borough Attendance Service</p> <p>Email sent to Class teacher and HoC/S advising of actions agreed at meeting or non attendance of parents.</p>
Week 7	<p>School attendance officer meets with borough attendance officer to discuss individual pupils and agree that those whose attendance continues to be a concern following the Week 6 meeting with parents (or non attendance of parents) will be referred to the borough attendance team.</p> <p>If attendance improves, no referral will be made but the school attendance officer will continue to monitor and will bring forward these cases to update/discuss with HoC/S and next cycle (e.g. their next Week 6 meeting).</p>	
Week 8	Referral to borough attendance team made for those pupils whose attendance has not improved.	<p>School attendance officer completes referral.</p> <p>Email sent to Class teacher, HoC/S and Headteacher advising referral made to Borough Attendance Service</p> <p>New cycle of attendance monitoring commences, picking up new pupils causing concern (Week 1) to run concurrently with previous cycle.</p>
Week 9 – 16	School attendance officer, class teacher and HoC/S continue to encourage and offer support to parents of children who have been referred to Attendance Service to improve attendance and therefore avoid Court	