



Rouge Bouillon School

**Policy for
Attendance and Punctuality**

Introduction

At Rouge Bouillon we aim to encourage, promote and maintain positive pupil attendance and punctuality essential if students are to take full advantage of school and gain the appropriate skills, which will equip them for life. Rouge Bouillon School aims to achieve good attendance by working in partnership with parents/carers, pupils and the Education Welfare Service.

Parents/carers can support their children by keeping requests for absence to a minimum. School will monitor attendance and ensure quick and early intervention if a problem is identified. All staff will encourage punctuality and good attendance and will liaise with home and other agencies about a child's attendance when this is appropriate.

Attendance will be monitored and unexplained or unauthorised absences will be followed up.

We follow the procedures and processes for attendance detailed in the CYPES School Attendance Policy. This has been shared with staff, is reflected in the staff handbook and is also available on the school website.

The staff member with overall responsibility for attendance at Rouge Bouillon School Carina Rabet, the DSL and designated Attendance Officer.

Parents/carers may wish to contact the Education Welfare Office themselves to ask their advice. They are independent of the school and can be contacted on telephone no. 449449.

For attendance the thresholds given by CYPES are:

above 99% "excellent"

95-99% "good to very good"

90-94% "fair" (Although 'fair' the missed days will still have a negative impact on learning).

85-89% "low" - School to contact parents and do an attendance plan

below 85% "of concern" (Educational Welfare Team involvement probable)

Punctuality

The summer school reports in the summer term, has a section that indicates a child's punctuality.

Number of late marks	Comment to be added onto report.
0	Very good
1 or 2 lates	Good
3 to 5 lates	Requires improvement
6 or more	Poor

School Responsibilities

- Class teachers must ensure that registers are accurate and up to date, using the agreed codes (appendix 1 CYPES School Attendance Policy)

- Class teachers to be contacting parents if there were 2 lates in half a term or concerns around attendance. Class teachers should complete an attendance plan should the concern continue.
- Incentivise positive attendance through certificates and rewards (both for individual and whole classes).
- Monitor and promote the welfare of every child and young person.
- Regularly monitor registers to identify any pupils with attendance and/or punctuality concerns.
- Ensure that all appropriate information and records are available to the Education Welfare Officer (EWO) as part of a school's request for Education Welfare Service (EWS) involvement.
- Communicate information about attendance and punctuality to parents/carers and pupils, including holidays in term-time.
- Collate and utilise attendance data effectively.
- Recognise the importance of early intervention.
- Ensure that children and young people with chronic/long term illness are supported in accessing their learning needs.
- Ensure consideration is given to critical times e.g. Key Stage 2-3 transition.
- Have a range of strategies in place to deal with absenteeism, lateness.
- Consider the use of attendance incentive strategies when appropriate.
- Attend regular structured meetings between school and the EWO.
- Follow procedures before requesting the involvement of the EWO.
- For those children referred to the EWO, EWO intervention will be recorded in the pupil's file.

Cumulative actions to support good attendance:

1. Class teacher discussion with parent(s)
2. Class teacher to complete an attendance plan with parent(s). Weekly monitoring by class teacher.
3. Class teacher to review attendance plan and either close or escalate it to the attendance officer.
4. Attendance Officer to have a discussion with parent(s)
5. Referral to EWO. Weekly monitoring by school.
6. Attendance Panel. Weekly monitoring by school.

Cumulative actions to support good punctuality:

1. Class teacher discussion with parent(s)
2. Class teacher to complete a punctuality plan with parent(s). Weekly monitoring by class teacher.
3. Class teacher to review punctuality plan and either close or escalate it to the attendance officer.
4. Attendance Officer to have a discussion with parent(s)
5. Referral to EWO. Weekly monitoring by school.
6. Attendance Panel. Weekly monitoring by school.

Welfare Concerns

In cases where the welfare of the child is of a concern, we make every effort to engage with the parents/carers with a view to the situation improving. We may also consider an 'Early Help' assessment. The outcomes of this assessment will determine the needs of the family, which will in

turn dictate the need of internal/external and third sector services. The EWO may or may not be required to be part of the assessment and/or outcomes.

Emotionally Based Non Attendance (EBNA)

It is important to distinguish between non-school attendance, truancy and emotionally based non-school attendance, the latter being considered an emotional need. There could be a number of contributing factors to EBNA. We use the Education Department's EBNA Assessment Tool to establish the route of the problem (refer to EBNA Policy). Once this process has been completed we would request the appropriate involvement of services such as Education Psychologists, in order that the appropriate support can be put in place to support the pupil.

Looked After Children (LAC)

Each school is responsible for supporting, monitoring and raising concerns in relation to attendance and/or punctuality and welfare for Looked After Children. The EWT support schools by raising LAC children during EWO/school consultation meetings. Attendance and punctuality data for LAC children is collated at the end of each academic year.

Alternative Educational Provisions and Education off site.

A pupil who is receiving part time/temporary education or training away from the school site but is retained on the register of the school should be marked as (B) in the register.

In the case where a student is attending an alternative school they are classed as dual registration. The school where the child is expected to attend is responsible for accurately recording the pupil's attendance and chasing up non-attendance. They should be marked as (D) in the register.

Children Missing from Education.

Please refer to the Department for CYPES Children Missing from Education Policy (CME).

Attendance Data.

Attendance data will be collated centrally by the EWT at the end of each term and is shared with our school. This information will be broken down into year groups, allowing the EWT to direct their services appropriately. Furthermore, all information will form part of our school's self-evaluation. This information will provide:

- The number of pupils attending;
- The number of authorised/unauthorised absences;
- The number of absent days broken down into year group;
- The average number of late arrivals (including after the close of registration);
- The number of authorised/unauthorised holidays;
- The number of Emotionally Based Non-Attendance (EBNA) pupils;
- Pupils with a diagnosed significant illness impacting on their attendance.

Looked After Child (LAC) Attendance Data

Attendance Data will be collated at the end of each academic year by the Department for CYPES.

Parent(s)/ Carers Responsibilities.

Year group	Entrance drop off and collection point	Start time	Finish time
Nursery	Classroom door	8.40am	2.45pm
Reception	Classroom door	8.40am	2.45pm
Year 1	Ace of clubs entrance	8.40am	3pm
Year 2	Ace of clubs entrance	8.40am	3pm
Year 3	Drop off- main school entrance. Collection-clock	8.40am	3pm
Year 4	Clock entrance	8.40am	3pm
Year 5	Main entrance	8.40am	3pm
Year 6	Main entrance	8.40am	3pm

Parent(s)/ Carers Responsibilities (cont..)

To ensure that their children attend school, are punctual and are well prepared for the school day.

To contact school before 9.30 whenever their child is unable to attend school and on any subsequent days – tel 705705 or email admin@rb.sch.je detailing the illness.

To request absences during school holiday time.

Registration times.

Our pupils must arrive by their designated start time on each school day. Our morning register is taken at that time and will be kept open for a further 10 minutes.

If a pupil arrives between 10-30minutes after the register has closed a 'L- late' mark is given. If a child arrives 30+ minutes after the close of the register a 'U' mark is used.

If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised.

If the pupil is late for no valid reason they will be marked with the unauthorised absence code 'O'.

Leave during term time

Parents/carers do not have the automatic right to withdraw their children from school and must request permission in advance from the Headteacher. Application for Leave forms can be collected from the school office or can be printed off the school website.

Parents/carers must make a strong case to justify taking pupils out of school during term time as absence can seriously disrupt continuity of learning.

It is expected that parents/carers will support their child's education by arranging all leave to coincide with school holidays.

Leave will only be authorised by the Headteacher in exceptional circumstances.

Teachers will not provide work for children to complete during term time holidays.

It is vital to remember that attendance at school is statutory and children are required to attend school for 186 days each year, and that 'Every Day Counts'.

Illness if a child is unfit for school

Parents/carers should contact the school before 9.30 in person, by telephone or e-mail.

The office will telephone parents if a child is absent and no reason has been provided.

Absences will not be authorised without this procedure.

If your child is ill at school we will do our best to care for them. We will therefore endeavour to contact you and ask you to collect your child if they are unwell; following the latest guidance from CYPES / Public Health.

Other circumstances

Other reasons for absence must be discussed with the school each time. Leave may only be granted in an emergency (eg bereavement) or for medical appointments, which are unavoidably in school time, provided a written explanation/evidence is received.

Procedures

On the first day of absence, if no contact is received from parents, the school office staff will contact parents to determine the reason for absence and mark this using the correct category on the register.

All late arrivals are signed in in the Inventory electronic system and a reason must be given for their late arrival.

A breakfast club is available for the use of any family needing this strategy for punctuality.

Class teachers will contact parents when punctuality or absence becomes a concern. If this does not improve a meeting will be arranged and an attendance/punctuality plan written with the parent(s). This will be reviewed in approximately 2-4 weeks and either closed or escalated to Helen Stuart to refer to the EWO.

School attendance is regularly monitored and reviewed by Carina Rabet.

Where there is poor attendance or punctuality due to issues such as behaviour Carina Rabet will work with class teachers and appropriate agencies to support this.