

Attendance Policy

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement of all pupils
- There is a clear link between good attendance and educational achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependant on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to the office if arriving after 9.00am (N.B. the side gate is closed at 9.00am promptly so the only access into school after this time is via the office)
- To inform the office and/or their class teacher of any reason that will prevent them from attending school.

What the school expects of parents/carers

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To ensure that they contact the school before 9.30am on the first day their child is unable to attend and that their child returns to school with an absence note.
- To ensure their child arrives on time and is well prepared for the school day [equipment, completed homework etc.]
- To contact the Class Teacher or Head Teacher in confidence whenever any problem occurs that may keep their child away from school.

- To inform the Class Teacher and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of their children's education by taking holidays during the school holiday period and, in exceptional circumstances where this is not possible, to request leave in term time by completing the application in advance of the holiday. N.B. absence will be authorised in relation to agreed criteria set by cluster of schools. No authorisation with first 3 weeks of the school year, during SATs period and if attendance is less than 92%.

What parents and pupils can expect of the school

- A broad and balanced education that is dependant on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- First day contact with parents when a pupil fails to attend school without providing good reason.
- Prompt action on any problems notified
- Close liaison with the EWO to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports home.

ATTENDANCE PROCEDURES

Registration Procedure

- Registration begins at 8.50am each morning and at 1.00pm in the afternoon.
- Class Teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All present marks must be made accurately in black ink and red ink for absent marks.
- Staff should be in their classroom at the start of the Registration period, 8.50 am.
- The morning register closes at 9.00am and the afternoon registration closes at 1.00pm.
- The register will be brought to the school office immediately after morning and afternoon registration.

Responding to Lateness

- Pupils arriving after morning or afternoon registration report to the school office. Parents/children sign into the late book and provide the child's name and class, time of arrival, and reason for lateness.
- The school's responses for dealing with persistent lateness are: to inform the parents that lateness is being monitored and contact with EWO will be sought. A letter will be sent to parents informing them that punctuality will be monitored for the next 4 weeks and if further lateness occurs, the

parents will be requested to meet the Headteacher to reinforce important for arriving to school on time and action plan for improvements.

- Good punctuality will be recognised.

Dealing with Absence Notes

- Class Teachers should ensure parents are aware of the requirement to provide a note on the first day of return from absence.
- Class Teachers will deal with all absence notes. They will collect in notes and send to the office with the registers to ensure that the appropriate symbols are in the register. Where pupils have brought a note giving a justifiable reason for absence, the absence may be authorised by using the appropriate symbol in black ink.
- Class Teachers should seek guidance if they are unsure whether to authorise an absence.
- If no information is available or forthcoming regarding a pupil's absence, it will remain unauthorised unless a justifiable reason is obtained.
- Home contact will be made by the Attendance Officer, Louise Turner.

The School's Response to Attendance Issues

- The school will record all attendance related incoming messages from parents, notify the Class Teacher and place copies in registers.
- The school will contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent and contact cannot be made by telephone, a standard letter will be sent home.
- Where the school has repeatedly failed to contact the home or poor attendance persists, the school should discuss this with the EWO.
- The school will identify and monitor pupils whose attendance gives cause for concern linked to criteria for PA children i.e. 14 missed sessions during half term.
- If children are identified as missing too many session during a half term, a letter will be sent to parents informing them that we will be monitoring attendance closely with EWO for the following 4 week period. If improvement observed and letter will be sent to inform the parents we are pleased with the improvement. If no improvement seen, or concerns are raised further, the parents will be invited to an attendance panel meeting with Headteacher, member of school Governing Body, EWO and school's Attendance Officer.
- School, year group and class attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Rewards and Targets

- Incentives will be made available to promote and maintain good attendance levels. We have a class trophy for the winning class each week. The winning class is appended on a winners graph and the winning class each term are rewarded with a multi fit session at the local comprehensive (agreed with school council). Individual attendance is awarding with bronze, silver and gold 100% attendance certificates over

the year with a 'golden party' for children in July for all children awarded a golden certificate.

- Attendance targets will be set.
- Certificates may be awarded to pupils with significantly improved attendance.
- At the end of the year, certificates will be awarded to all those with 100% attendance.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

- School Newsletters and annual reports to parents reinforce the importance of regular school attendance, and as the prospectus is updated and home/school agreement is introduced the importance of attendance will be reinforced further.
- The school will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

Reintegration Into School After Absence

- The school will endeavour to support pupils returning to school after a long period of absence.
- School staff, and EWOs, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating Pastoral Support Programmes, Individual Education Plans and EWS Parenting Contract Forms (EWS 3) as required.
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan [see school's model policy on LAC – see 2.41]. Pupils could be referred to the Education Support Team for LAC for support with reintegration, where appropriate.

ATTENDANCE ROLES AND RESPONSIBILITIES

Senior Management

- The senior member of staff with responsibility for attendance is the Head teacher.
- The Head teachers responsibility is to develop, monitor and regularly review the Attendance and Punctuality Policy.
- Produce and distribute attendance information for parents/carers.
- Set and monitor targets for improving attendance within school, including improving attendance within the DEP.
- Evaluate targets through the senior management of the school.
- Support all staff in their work related to attendance.
- Collate attendance data for the DfES, LA and Governors.
- Liaise with the LA over attendance targets and school strategy.

- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, and ensuring support for these strategies within school.
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance.

Class Teachers

This is an important role within the school and requires the Class Teacher to:

- Complete registers accurately and return as soon as possible to the school office.
- Have regular discussions with pupils about the importance of regular attendance and punctuality.
- Collect reasons for absence from pupils, i.e. absence notes and ensure the notes are sent to the office in accordance with the school's procedures.
- Monitor individuals, as well as whole class attendance, in line with the school's procedures.
- Identify trends in the attendance of individual pupils and respond appropriately.
- Liaise regarding any queries surrounding absence, e.g. no note, odd reasons etc.

Attendance Officer, Louise Turner

Is responsible for:

- Telephoning parents on the first day of absence when pupils are absent without notification.
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DfES.
- Informing parents of attendance issues.
- Identifying children who are falling into the PA category.
- Calculating the information for the winning class and updating the display in the central area of school.
- Completing the certificates at the end of each term.
- Knowing the attendance and absence figures of the school and relating this data to current up to date data.

The Governing Body

- Receives information from the Head Teacher and/or EWO on attendance.
- Will be involved in setting school targets on attendance.
- Will report to parents in their annual report on issues relating to attendance and punctuality.
- Will contribute to plans in response to where attendance is a cause for concern.

- Support the school in its efforts to raise attendance.
- May wish to contribute to the school's strategies to improve attendance, e.g. school based Non School Attendance Panels.

This Policy has been developed with school council, EWO, school cluster and school staff.

This Policy will be reviewed annually.

Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.

This Policy has been developed in conjunction with DfES and LA Guidance

N.B. Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

Agreed by Staff:

Agreed by Governors: