

## Attendance Policy

**As a caring Church School, we are committed to the Christian values that develop a distinctive ethos underpinning the way in which we carry out our work and the way in which our children learn. We wholeheartedly adopt the “Every Child Matters” agenda and believe that we can inspire all members of our school community to achieve their full potential.**

At our school we aim to:

- Develop Christian values and principles.
- Help all members of our school community in achieving to their potential.
- Enable each child to develop an enquiring mind with the ability to question and discuss, so that they become independent, life-long learners.
- Provide an environment which is dedicated to promoting high standards of achievement for all and a love of learning which will be life-long and achieved within a Christian context

### AIMS

To promote regular attendance thus offering all pupils access to learning.

### OBJECTIVES

- To ensure pupils are in school for the maximum number of days.
- To create a procedure that is clearly understood by pupils, parents/ carers, staff and governors.

### EXPECTATIONS

**We expect the following from all our pupils:**

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

**We expect the following from parents/carers:**

- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.

**Parents/carers and pupils can expect the following from school:**

- Regular, efficient and accurate recording of attendance.
- Early contact with parents/carers when a pupil fails to attend school without providing good reason.
- Immediate action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education to ensure continuity and progression in learning due to regular attendance.

### **We encourage attendance through:**

- Accurate completion of the registers at the beginning of each session of morning and afternoon sessions
- Attendance checks daily and weekly;
- Attendance data feedback to pupils and parent/carers weekly at Achievement Assembly
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Working with those parents/carers who are concerned that their children may be experiencing difficulty in attending school, involving other agencies if deemed appropriate.
- Sending attendance letters to parents/carers twice annually (Christmas & Easter)
- Discussing attendance at parents/carers evenings and including attendance figures on the annual school report.
- The efficient use of computerised registration systems to provide valuable, year group, class and pupil level attendance data which enables speedy analysis and timely responses by the school.

### **We respond to non-attendance through:**

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone
- Where non-attendance continues, the case will be discussed with the Headteacher and further action planned. This may, in appropriate cases, result in a referral to the Education Welfare Service.
- After 10 days, unless other action is planned, the parents will be invited to attend a meeting in school. This meeting will include the appropriate staff, parent and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school.
- If there is no improvement, then the case will be discussed with the Education Welfare Service with a view to a formal referral being made, if one has not already been made at an earlier stage. If a referral had already been made then the case will be reviewed and further action planned.

### **Re-integration after a long term absence**

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme (PSP) as detailed in the DfES Social Inclusion: Pupil Support Guidance (Circular 10/99)
- The Headteacher is responsible for deciding on the programme for return and for the management of that programme.
- Programmes may need to be tailored to meet individual need and may involve phased and/or part-time re-entry with/without support in class as appropriate. Involvement of the SEN Co-ordinator may be required
- The PSP will require the involvement of appropriate school staff, other agencies, the pupil and parents/carers. Programmes should be reviewed regularly and amended as necessary.

### **SCHOOL ORGANISATION:**

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

The specific responsibilities allocated to individual staff are as the follows:

#### **Head Teacher:**

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence

### **Class Teacher**

- To complete registers accurately and on time.
- To record all reasons for absence in the register.
- To inform senior staff of concerns in a timely manner.

### **School Administrator:**

- To follow-up immediately any unexplained absence.
- To challenge suspicious or inappropriate reasons for absence
- To produce weekly, termly and annual absence data.
- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To produce the attendance profile for the whole school.
- To report to the Headteacher and Governors on attendance issues.
- To liaise with EWO.
- Record phone messages relating to absences
- To present the Headteacher with requests for family holidays forms.
- Maintain a late book.
- To maintain a record of pupil leaving school during the day.

### **Governors:**

- Governors monitor attendance and policies.
- Governors play a valuable role through representation at school attendance panels, parents/carers evenings etc.
- To receive regular attendance progress reports for Governors' Meetings.

### **Parents/Carers:**

- Contact with school on first day of absence or as soon as possible.
- Provide signed and dated absence notes for all absences (telephone reported absences will be recorded and dated by the school administrator)
- Support their child and the school in achieving maximum attendance.

### **Education Welfare Service:**

The Education Welfare Service complements the role of the school.

The education Welfare Service Remit and Procedures offers support in a variety of ways which can be sought as required.

### **Other Agencies**

We will work with the following agencies where appropriate in individual cases.

- Specialist teaching Service (STAPS)
- Acorn behavioural Support Service
- CAMHS
- Special Educational Needs Service.
- Social Care.
- Local Police

## PROCEDURES:

Authorised absence is where the school has given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. For example:

- Illness
- Government Policy now states that no holidays are to be taken in school term time except in exceptional circumstances which can then be authorised by the Headteacher
- Medical and dental appointments where proof is available
- Compassionate leave (e.g. family illness, family bereavement, Forces deployment etc)
- Days of religious observance
- Fixed term exclusion
- Permanent exclusion

All other absence must be regarded as unauthorised.

\* Parents/ cares may request to take a pupil on family holiday. Each request will be considered individually taking into account the age of the child, previous attendance patterns, parental views and the educational progress of the child. If a request is not granted and the parents take the child on holiday, the absence will not be authorised. If the request is granted the holiday should not go for longer than agreed, any extra days will be recorded as unauthorised.

### Lateness

Pupils must be in class by 8.45am each day. When a pupil arrives during the period that the register is open he/she will be marked as present. At 9.15am the register closes and pupils should register their presence at the front office.

Date of Adoption	May 2016
Date of Review	May 2018