

## **Attendance Policy**

### **Aims & 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 dependent on regular attendance at school
- School will take appropriate action to promote and encourage good attendance.

### **Statement of Expectations**

#### **What the school expects of pupils:**

- To attend regularly
- To arrive on time, appropriately prepared for the day
- To report to the class teacher

#### **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 on the first day their child is unable to attend.
- 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 Headteacher in confidence whenever any problem occurs that may keep their child away from school
- To inform the class teacher and/or secretary and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day
- To ensure the continuity of their child'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

#### **What parents and pupils can expect of the school**

- A broad and balanced education that is dependant on regular and punctual 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

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- Close liaison with the Education Welfare Service to assist and support parents and pupils where needed
- Notification to parents/carers of their child's unauthorised attendance record through annual reports home

### Attendance Procedures

#### **Registration Procedure**

- Registration begins at 8.50 am for each morning and 12.55 pm for Key Stage 2 pupils and 1.10 pm for Key Stage 1 pupils each afternoon
- Class teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All marks must be made accurately in black ink or in accordance with computerised registration systems
- Staff should be in their classroom at the start of the Registration period
- If pupils arrive after 8.55 am they will be deemed to be late
- The register will be brought to the school office immediately after morning registration, and returned to classroom for afternoon registration.

#### **Responding to Lateness**

- Pupils arriving after morning or afternoon registration report to the school office.
- Good punctuality will be recognised

#### **The School's Response to Attendance Issues**

- The school will identify and monitor pupils whose attendance gives cause for concern
- Appropriate strategies will be employed in order to address the attendance of individual pupils
- The school will record all attendance related incoming messages from parents, and notify the class teacher in class registers
- The school will endeavour to 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 may be sent home
- Where the school's procedures have failed to contact the home or poor attendance persists, the school may make a referral to the EWO, who will liaise with the relevant staff
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified

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## Rewards & Targets

- Incentives are available to promote and maintain good attendance levels: a certificate is awarded for 100% attendance at the end of each school year;
- Attendance targets will be set

## Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance. This is stressed in the Home & School Agreement, the school prospectus, meetings with parents of new pupils to the school and school reports

The school will react as swiftly and assertively as possible to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their child's attendance.

## Registration 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' and 'Individual Action Plans' as required
- Children in Public Care will be supported following significant disruption to their education by implementing a Personal Education Plan. Pupils could be referred to the Education Support Team for Looked After Children for support with reintegration, where appropriate

## Attendance Roles & Responsibilities

The senior member of staff with responsibility for attendance is the Headteacher, who will

- Develop, monitor and review the Attendance Policy
- Set and monitor targets for improving attendance within the school
- Evaluate targets through the senior management of the school
- Liaising 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
- Liaise regarding any queries surrounding absence, e.g. odd reasons etc.

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**School Administration Officer**

Is responsible for:

- Telephoning parents/carers on the first day of absence when pupils are absent without notification
- Communicating the reason for absence to the relevant member of staff
- Completing the statistical returns for the LA & DfES
- 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
- Liaising with the EWO, where appropriate
- Produce and distribute Attendance information for parents/carers
- 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 ensuring these pupils are monitored closely
- Referring pupils to the relevant office 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

**The Governing Body**

- Receives information from the Headteacher 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

Parents, Staff, Pupils and Governors will be made aware of this policy and periodically reminded of its contents.