St Thomas and St Anne's CE Primary

Attendance Policy

St Thomas and St Anne's CE Primary is committed to a clear philosophy that regular attendance at school is a legal requirement and that unnecessary absence will be challenged and where appropriate unauthorised.

Aims and objectives:

- To sustain high levels of attendance
- To ensure that policy and procedures on attendance and punctuality are effective and applied consistently
- To ensure that registers are completed accurately
- For effective monitoring systems to be in place
- For individuals or groups whose absence is causing concern to be identified
- To target resources to work towards the resolution of any difficulties being experienced
- To continue to foster the collective responsibility whereby staff, governors, parents and pupils are aware of their roles and responsibilities
- For working partnerships with parents and the Education Welfare Service and other support agencies to address attendance issues

Roles & Responsibilities:

Class Teachers

- Class Teachers must maintain accurate records of attendance for their class, following given registration procedures at the start of both the morning and afternoon sessions
- Inform admin staff if any concerns over their completion
- Ensure evidence of absence e.g. notes are passed on to the admin team. Inform the Business Manager of any concerns regarding absence
- Provide work for any period of long term absence including part-time placements

Administrative Team

- Monitor registers on a weekly basis to check for trends in absence and punctuality in relation to gender, ethnic background, vulnerable groups, year groups, seasonal patterns and the nature of authorised absences. Any issues will be followed up by a member of the admin team
- To liaise effectively with the EWO
- Will monitor individual children causing concern very closely, liaising with the class teacher
- Collates attendance data for reporting to FGB
- Develops and updates strategies to promote and reward good attendance and behaviour
- Ensures all staff are completing registers correctly
- Provide evidence of action taken in individual circumstances
- Compile a list of all children arriving late and make necessary arrangements to update registers
- Make 'First Day' calls after the completion of the registers each day and maintain a record of calls and responses
- Record all pupils leaving the school premises other than at the end of the school day.

The Headteacher

- Monitors and reports on attendance, providing whole school data for internal/external use as required
- Ensures parents/carers are informed regularly about attendance procedures and criteria for authorising absence
- Ensures that parents are aware of the times for the beginning of each session, school term dates and other PD Days when a pupil is not expected to be in school
- Authorises absence for ill health unless there is any doubt as to the reason for absence
- Regularly informs governors about rates of attendance and strategies in place to maintain and improve attendance and punctuality
- Ensure registers are kept for a period of 3 years

Pupils

- That they will attend school regularly
- Arrive in class on time for registration prepared for the school day

Parents

- Ensure that their child attends school regularly and punctually
- To contact their school if their child is unable to attend on the first day of absence
- To ensure that children arrive in good time for registration at 9.00a.m.
- To positively engage with school and inform appropriate members of staff of any issue or problem that may hinder their child's regular attendance
- Take holidays in the school holiday period. Holiday in term time is not authorised unless in very exceptional circumstances and will not be for any more than 10 days in any academic year.
- Should avoid taking their child out of school wherever possible and certainly not when national tests are timetabled
- Should provide school with a telephone number on which they can be contacted

The Governing Body

- Included term dates and rates of authorised and unauthorised absence on the website
- Included dates of school holidays for the admission school year and the times at which each session begins and ends and rates of absence on the website
- Review attendance at regular intervals
- Agree challenging targets for attendance

The LA

- Has a duty to ensure that pupils attend regularly
- Assists the school in relation to overall levels of absence and lateness
- Collects and publishes attendance data on a regular basis and provides up to date guidelines to schools

The Education Welfare Officer

- Investigates causes of absenteeism
- Develops links between home and school
- Provides support to families by home visits when needed
- Works to maintain close co-operation with all services dealing with families in difficulty
- Liaises regularly with the Business Manager and provides comprehensive feedback on all action taken
- Attends conferences and court cases
- Visits the school regularly to liaise with the Business Manger
- Identifies targets and prepares an annual action plan for the school

Procedures

Paper registers are completed twice a day at 9.00 a.m. and 12.55p.m.The morning register is kept open for 10 minutes. Correct codes must be used on the register. The Register folder will be used to store messages and notes regarding attendance, which will then be collected by the admin staff.

The register wallets are returned to the office by 9.15a.m. and 1.05p.m. each day.

Any child arriving after 9.00am will report the school office. A child will be recorded as late providing acceptable reasons are given. A child arriving after 9.30am may be recorded as unauthorised. The register will be updated by a member of the admin team.

The admin team will maintain a log of those children arriving late with reasons for lateness.

The Business Manager will monitor and follow up any issues/concerns.

Notes/messages are confidential and stored in the school office for safekeeping. These records are retained for three years.

Authorised/Unauthorised absences

- School will approve an absence authorised when there is deemed to be a valid reason for a pupil to be absent, otherwise the absence is recorded as unauthorised.
- Examples of unauthorised absence include shopping days and Birthdays
- Examples of authorised absence include child illness or medical appointments for the child

Managing illness in the school day

- If a child is ill, parents will be informed for the pupil to be collected from Reception
- Parents record the time that their child is leaving
- If a child is leaving for a medical appointment parents will sign to say the time and reason for their child leaving.

<u>Following up on absences</u>

- Class teachers should be alert for patterns of absence and inform the admin staff
- First Day calls are made
- The EWO may be involved if the situation persists
- The Business Manager will keep under review all the pupils whose attendance falls below 90%

<u>Promoting good attendance</u>

We promote good attendance in the following ways:

- New parents meetings
- School prospectus
- Newsletters
- Website
- Assemblies
- Discussions with pupils & parents
- Leaflets

<u>Rewarding good attendance and punctuality</u>

We reward good attendance by:

- Presenting termly awards for Bronze, Silver and Gold attendance (Bronze – 3 periods of absence, Silver – two periods of absence and Gold 1 period of absence)
- A Super Gold certificate is awarded at the end of the school year for 100% attendance

<u>Monitoring and evaluation</u>

The school will review on a termly basis the effectiveness of attendance procedures.

The Business and EWO will undertake these reviews, with a more formal review being undertaken on an annual basis linked to the action planning process.