



St Paul's C of E (c) Primary School

Compassion: Endurance: Friendship:

Attendance Policy

Rationale:

- To ensure every child is safeguarded and their right to education protected.
- To ensure that school attendance is in line with expectations.
- To raise ensure that pupils achieve their educational potential through a high level of attendance and punctuality.
- To ensure accurate, up to date records are kept and have a robust and rigorous analysis system.
- To identify causes for low attendance/ punctuality with individuals, classes and groups and address them.
- To engage external agencies in order to address barriers to attendance and overcome them.

This Policy should be read with:

- Keeping Children Safe in Education
- School Inspection Handbook 2015 Ofsted (updated 2017)

Roles and Responsibilities:

School

- To communicate attendance procedures and expectations.
- To have appropriate registration processes in place.
- To ensure that registers are taken twice daily.
- To reserve the right to request official documentation to evidence medical absence.
- To adhere to national reporting expectation.
- To consistently administer attendance procedure and promote good attendance.

Headteacher

- To deal with parental requests for leave in line with Local Authority policy and procedure.
- To monitor and evaluate the implementation of the policy by all stakeholders.
- To report attendance to governors
- To ensure that all efforts are made to keep attendance inline or better than national data.

Safeguarding Officer

- To work with HT and school EWO to identify and monitor pupils for whom attendance is an issue.
- To engage with families identified by first day contact on home visit, telephone basis.
- To provide identified families with identified support, engaging with external agencies as appropriate.

SPLASH Administrative Assistant

- To carry out class visits each morning to ascertain absent pupils.
- To provide administration team with a list of pupils requiring first day contact.

School Office Team

- To receive and record messages regarding pupil absence.
- To electronically record attendance.
- To record reasons for absence using appropriate codes.
- To carry out first day text message/call when no reason is received for pupil absence.
- To produce SIMS reports for EWO/ SO / HT.
- To contribute to judgements regarding authorisation of absence.

Education Welfare Officer

- To maintain appropriate data, using systematic records to chart absence and lateness.
- To meet regularly with Safeguarding officer and SPLASH administrator to monitor systems ensuring impact on attendance and punctuality.
- To support Safeguarding Officer to engage external agencies, such as EWS, to make referrals as required.
- To promote and ensure that incentives for attendance and punctuality are used.
- To enforce the law regarding school attendance.
- To support the whole school response to attendance in line with the service agreement.
- To revise and amend policy as required.
- To report outcomes to Headteacher.

Class Teachers

- To provide accurate records of attendance in registers.
- To share reasons for pupil absence with SPLASH Administrator.
- To follow school procedure to share concerns with Safeguarding Officer.
- To regularly remind pupils and parents about the importance of good attendance.

Parents

- To fulfil their legal responsibilities and ensure their child/ren attends school.
- To contact school whenever their child is unable to attend.
- To seek permission for absence and understand the right to of the Headteacher to refuse authorisation.

Promoting and Rewarding Good Attendance

- Individual 3 weekly attendance sticker collection and prize exchange system.
- Whole School attendance is announced in weekly assembly. The class with highest attendance in EYFS/KS1 receive reward time and class with highest attendance in KS2 receive reward time including the school attendance bears.
- The class with the most weekly 100% attendance class certificates will receive a prize each term.
- Children we achieve whole school target attendance or above are entered in to half termly prize draw.
- Children with 100% attendance will receive an half termly reward including watching a DVD, disco, craft session etc.

- Children with 100% will also receive Individual attendance certificates for 100% each term and a medal for 100% of academic year.
- Consistent and clear communication with parents and pupils about the importance of regular attendance- Safeguarding Officer Workshops, agency visits, Newsletter.
- Parents will receive colour coded letters each term which show what their child/ren attendance is.
- Teachers will include attendance in parents evening report forms.
- A fitness club is provided each morning.
- Attendance is promoted within school. Whole school attendance board updated weekly. Head Boy and Head Girl distribute weekly attendance graphs and kites to each class which are displayed on classroom doors.

Monitoring and Recording Attendance

Class Registers

- Registers are the only way of recording pupil attendance and must be filled in promptly and accurately using given codes. The accurate completion of registers is a safeguarding requirement. This is the responsibility of whichever member of staff has been directed to take the register for that session. Office staff will amend registers for pupils arriving after the close.

Systems and Structures to tackle Attendance issues

School absence will fall into two categories:

Authorised Absence:

A legitimate reason should be provided and evidenced by the parent or guardian. Only the school can make an absence authorised once appropriate evidence has been provided.

Unauthorised absence:

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher. Unauthorised absences are those which the school does not consider reasonable. This includes unexplained absence, holidays not agreed, truancy.

When children's attendance and punctuality is a concern to the school the following systems and structures are followed:

On the first day of absence	School will contact parents/carers via text to ascertain the nature of the absence. If parents don't respond then school will phone parents/carers for a response.
Where attendance is a concern-when a child reaches below 95%	Parents will be contacted and invited to attend an attendance clinic with the SPLASH Administrator and the EWO
In the case of further absence.	An attendance concerns letter is issued, informing of current attendance and no further absence without medical evidence will be authorised.
Should patterns in non-attendance be continue.	The EWO will issue a 20 day warning traded letter followed by a 20 day statutory warning letter and a referral will be made.

Holidays

- No holidays will be authorised.
- Holidays taken during taken term time are actively discouraged.
- Leave of absence taken without authorisation may be referred to EWS. This may result in prosecution proceedings, or a fixed penalty notice. If a notice is issued a separate notice will be issued to each parent for each child.

Penalty notices issued from the Local Authority are as follows:

Per parent, per child: £60 rising to £120 if paid after 21days but within 28days. Non-payment of fines could result in prosecution- each notice may receive a criminal conviction and a fine to the maximum of £1000 plus costs.

Reporting to Parents/Carers

All absences and lateness will be reported to parents at the end of each term.

The following grading will be used:

100%	Excellent
96 - 99%	Good – Well Done
90 - 95%	Be-careful!
Below 90%	Unsatisfactory

This policy will be reviewed annually and in line with national policy.

At St Paul's C of E Primary School, we want to teach children to value themselves and each other. We believe that rewarding good behaviour encourages both individuals and peers, and that an agreed list of guidelines for unacceptable behaviour means that children are aware of the consequences of their actions. Our ultimate goal is that the children in our care develop self-discipline in an atmosphere of consideration and respect.

Signed (Chair of Governors) _____

Signed (Head Teacher) _____

<u>Date</u>	<u>Comments</u>	<u>Review Date</u>
Sep 2017	Updated with new expectations, systems and rewards	Autumn 2018