

Date Written/reviewed September 2019	Date for Review <i>Review is undertaken by the Principal and LGB</i>
Principal Signature: LGB Chair Signature:	<i>This policy will be amended to reflect any changes in the practice described in this document.</i>

St. Katharine's Church of England Primary School Attendance Policy



From Little Acorns Great Oaks Grow

Overall Policy statement.

The aim of St Katharine's School is that all pupils are given the opportunities to develop self-esteem and knowledge through the dedication of all those involved in their education. We believe that regular attendance is essential to raising all pupils' attainment.

Aims of the Attendance policy.

St Katharine's aims to:

- Ensure that all pupils make the best use of their educational opportunities by attending regularly, punctually and in a state of readiness for learning.
- Ensure that everyone within the school community understands the issues and procedures for attendance.
- Fulfil the statutory duties in relation to school attendance.
- Emphasise a commitment to promoting excellent attendance and punctuality.

Attendance: The Legal Framework- roles and responsibilities.

Under Section 7 of the Education Act 1996, parents must ensure their children are educated. For most parents/carers this means registering their child at the school and ensuring their regular attendance. Failure to do this can result in receiving a Fixed Penalty Notice or being prosecuted.

By law schools are required:

- to take an attendance register twice a day: at the start of the morning session and once during the afternoon.
- to report to the LA pupils who fail to attend regularly or who are absent for ten consecutive school days or more without good reason.

By law the register must show whether a pupil absence is authorised or unauthorised. Authorised absence is where the school has given approval in advance for a pupil of compulsory school age to be away, or has

accepted an explanation offered afterwards as a satisfactory justification for the absence. All other absences are unauthorised.

Government circular 10/99 Social Inclusion: Pupil Support emphasises the responsibility that schools have in supporting and promoting good attendance and taking seriously problems which may lead to non attendance.

Partnership Working – roles and responsibilities

Role of the Principal:

- To improve and maintain good attendance.
- To be responsible for maintaining attendance levels through a focus in assemblies, staff meetings, monitoring, registration process, target setting, liaison with EWO, and parent contact.
- To inform the governing body of attendance figures in her report to governors.
- To ensure that the Admin Officer undertakes the appropriate procedures on the first day of any pupil's absence and subsequently.

Role of the parent

- To support the school to ensure good attendance is maintained.
- To ensure their child arrives at school on time, appropriately dressed and 'ready to learn' (i.e not too tired or too hungry).
- To work in partnership with the school to help their child/children gain an appreciation of the importance of attending school regularly.
- To work in partnership with the school to take an active interest in their child's education.
- To work in partnership with the school and other agencies (as appropriate) to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance.

Role of the child

- To arrive at school on time and prepared for the day.
- To take the responsibility for ensuring that they follow school procedures made known to them for receiving their registration mark, in particular when arriving late.
- To ensure that teaching staff receive a written explanation of their absence from their parent.

Procedures

It is very important that all staff adhere to a consistent approach in dealing with absence and lateness, including supply staff.

In-school procedures include:

- Clear systems for accurate registration.
- Register opens at 8:55am
- 9:00am register child as late
- 9:10 am lateness becomes an unauthorised absence
- Parent or child to register the reason for the child being late when arriving
- Registers are seen daily by the Admin Officer.
- Consistent use of register codes which are known to all staff (including supply staff).
- Procedures for involvement of the Education Welfare Service.
- Regular attendance audit done by admin officer and issues developing reported to the Principal. A formal and wide spread attendance audit is carried out at the end of each seasonal term. All issues raised are acted on and information filed.

Home-School procedures include:

- Expectation that every parent notifies the school on their child's first day of absence by phone or in writing, which gives the reason for and expected length of absence.
- In cases where no contact from the parent has been made on the first day of absence, the school will seek to contact the parent.

- A follow-up explanation for the child's absence will be expected on the child's return to school this will include: email, annotated telephone conversation or a letter.
- Expectation that dental or medical appointments will be taken out of school hours where possible.
- Family holidays taken during term times will not be authorised, other than where justified in exceptional circumstances – this is clearly and frequently explained to parents including parents of reception children.

Links with other agency procedures may include:

- Truancy sweeps involving the police, youth offending team and the Education Welfare Service.
- Local Education Team or locality team support.

Strategies for improving and maintaining good attendance may include:

- Incentives and rewards for individual pupils, classes or year groups with excellent or improving attendance.
- Sensitivity to the needs of individual pupils.
- Raising awareness of attendance at end of year consultations.
- Regular attendance data monitoring by the admin officer and the Principal.

Monitoring and Evaluation

- The Admin Officer will monitor the attendance of pupils and will inform the Principal of any changes.
- The Principal will inform staff of any concerns she may have with individual pupils.
- The Principal will inform Education Welfare Service where serious issues relating to attendance occur.
- The Governing Body will review attendance annually and set targets for the following year.

Communication

- The contents of this policy will be disseminated to all parents, staff and Governors.
- The policy will be distributed to all new parents when their child first visits the school after admission has been confirmed.
- The Attendance policy will be highlighted through the School Prospectus, School Website and Principal newsletters.
- Aspects of the policy will be raised regularly through school assemblies and staff training events.
- The policy will be distributed to new staff or supply staff during their induction.