

This Policy has been developed in conjunction with DfES and LEA Guidance

Reference to parent/carer throughout this document includes any person who is not a pupil's parent but who has parental responsibility for them or who has care of them.

SCHOOL ATTENDANCE POLICY – PRIMARY PHASE

Treeton C of E Primary School

Reviewed September 2024

Aims and 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 dependant on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to the main office if late
- To inform their Class Teacher of any reason that will prevent them from attending school.

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 problems occur that may keep their child away from school
- To inform the class teacher or school office and seek authorisation for any forthcoming leave of absence including 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 circumstances where this is not possible, to request leave in term 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 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. *Where applicable*
- Prompt action on any problems notified
- Close liaison with the Local Authority& Early Help Team to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports home.

ATTENDANCE PROCEDURES

Registration Procedure

- Registration begins at 8.45 each morning for children in Nursery to Y6.
- Staff should be in their classroom at the start of the Registration period.
- If pupils (Nursery - Y6) arrive after 9.00 am and after 1.00 pm., they will be deemed to be late.
- The fire register will be brought to the school office immediately after morning and afternoon registration
- 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 accordance with computerised registration systems. Any absent marks should also be recorded on the fire register.
- If a pupil is absent and the teacher knows the reason for this because they have been contacted by the parent, teachers should leave a reason for absence in the comment box
- Work for the core subjects should be available for parents to collect or posted on dojo if children are absent for more than two days.

Responding to Lateness

- Pupils arriving after morning or afternoon registration report to the school office.
- The school's responses for dealing with persistent lateness are: Contact parents and request help in ensuring their child arrives at school on time. If this persists the Local Authority will be contacted and the lateness followed up. If the problem continues the LA's procedures will be followed and may ultimately lead to court action.
- 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.
- If attendance falls below national average, a text message will be sent to parent/carer
- An action plan will be created once a child's absence hits the trigger point of attendance at 92%
- If attendance hits the trigger point at 92%, a call will be made to the parent/carer by the Class Teacher. Comments will be noted on the child's individual action plan

- Miss Brooks will make contact with parents of pupil premium children if attendance falls below 90%
- The school will record all attendance-related incoming messages from parents, notify the Class Teacher and notes will be made on the electronic register.
- The school will endeavour to contact home on the first day of absence, by text in the first instance, asking the parent / carer to notify school of a reason for absence. Followed by a phone call where no satisfactory reason has been received to explain a pupil's absence.
- Where the school's procedures have failed to contact the home or poor attendance persists, the school may make a referral to the Local Authority, 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.

Rewards and Targets

- Incentives are made available to promote and maintain good attendance levels. These are:
 - Attendance ambassadors share weekly attendance in Key Stage assemblies and present the attendance trophy to the winning class with the highest percentage of attendance
 - a graph displayed in the school-hall, showing the weekly winners;
 - a certificate for good attendance over the half-term for individuals;
 - a certificate for 100% attendance over the year for individuals;
 - the winning class at the end of the academic year will receive £30.00 to purchase wet play resources.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

- School Prospectus, Newsletters to parents, School Reports, Schools own leaflets which set out and reinforce the importance of regular school attendance all highlight to parents the need for good attendance.
- The school will react as swiftly and as assertively as possible to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.
- Parents will be able to access workshops on how to establish good routines which help to ensure children attend school and attend on time
- Miss Brooks will make contact with persistent absence pupil premium parents/carers to establish needs and how school can help meet them

Reintegration Into School After Absence

- The school will endeavour to support pupils returning to school after a long period of absence.

- School staff, and Local Authority, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating '**Pastoral Support Programmes**' and '**Individual Education Plans**' as required.
- Children in public care [CIPC] 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 AND RESPONSIBILITIES

Senior Management

- The senior member of staff with responsibility for attendance is the Headteacher and Assistant Headteacher
- Develop, monitor and review the Attendance Policy.
- Produce and distribute Attendance information for parents/carers
- Set and monitor targets for improving attendance within school.
- Evaluate targets through the senior management of the school.
- Support all staff in their work related to attendance.
- Collate attendance data for the DfES, LEA 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 Local Authority 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.
- 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.
- Collect reasons for absence from pupils, i.e. absence notes.
- 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.

- Liaise regarding any queries surrounding absence, e.g. no note, odd reasons etc.
- Make phone calls to parent/carer at attendance trigger points

School Administrator

Is responsible for:

- Telephoning or sending a text to parents on the first day of absence when pupils are absent without notification.
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA.
- Liaising with the Curriculum Support manager and in turn the Local Authority on a regular basis to provide problems or concerns regarding attendance or lateness. Proceed with the Local Authority Pathway for schools.

The Local School Board

- 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, e.g. school based Non School Attendance Panels.