

## **ASTON ALL SAINTS C OF E PRIMARY SCHOOL**

Date: September 2015

Review Date: academic year 2017/18

This policy has been developed in conjunction with DfE and LA 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 ASTON ALL SAINTS CHURCH OF ENGLAND SCHOOL**

#### 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 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 the pupils:**

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to their class teacher for registration each morning and afternoon.
- 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 and that their child returns to school as soon as they are well enough to do so
- To ensure their child arrives on time and is well-prepared for the school day eg with; equipment, completed homework etc.]
- To contact the Class Teacher or Head Teacher in confidence whenever any problem occurs that may keep their child away from school.

- To inform the Class Teacher and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.
- To ensure the continuity of their children'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 leave of absence form in advance of the holiday. See also parental guidance document on Attendance and Punctuality

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

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.  
A letter of congratulations to parents and attendance stickers for children when a class achieves 100% for a week. Letters and prize for children achieving 100% attendance for a whole school year.
- 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 Education Welfare Service to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record termly or more regularly should problems of attendance arise.
- A written response to a request for leave during term time, giving details of any unauthorised absences incurred as a result of the leave of absence.

### **ATTENDANCE PROCEDURES**

#### Registration Procedure

- Registration begins at 9.00 each morning and 1.00 – for juniors and 1.15 – for infants in the 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.
- If pupils arrive after 9.15 a.m. and after 1.15 p.m. – juniors and 1.30 p.m. – infants, they will be deemed to be late.
- The morning register closes at 9.20 and the afternoon registration closes at 1.20 – juniors and 1.35 – infants.
- The register will be brought to the school office immediately after morning and afternoon registration.

#### Responding to Lateness

- Pupils arriving after morning or afternoon registration report to their class teacher who then sends the child to inform the secretary in the school office.
- The school's responses for dealing with persistent lateness are:-
  - consultation with parents.

- if lateness persists, a consultation with Welfare officer.

### 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, notify the Class Teacher and place copies in 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 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. % attendance figures are displayed in classrooms each week.

### Involvement of Parents/Carers

- School informs parents about attendance matters and procedures in the following ways: -
  - New parents induction meeting
  - School brochure
  - School termly newsletter
  - Home/School agreement
  - Annual Records of Achievement
  - At termly Open Evenings
- 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 children's attendance.

### Reintegration Into School After Absence

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

- School staff and EWO's 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 Sue Mellor – Head Teacher.
- In this role, the Head Teacher will monitor and review the Attendance Policy, and bring this to the attention of the governing body at a full governors meeting.
- Produce and distribute attendance information for parents/carers.
- Monitor and evaluate attendance figures, report this to governors termly with specific reference to holidays taken during term time.
- Collate attendance data for the DfE, LA and Governors.
- Referring pupils to the relevant officer 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 where appropriate
- Monitor individuals as well as the whole class attendance, in line with the school's procedures.
- Identify trends in the attendance of individual pupils and respond appropriately.

### School Secretary

Is responsible for:

- Telephoning parents on the first day of absence when pupils are absent without notification (where necessary.)
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DfE.
- Completing and returning to parents the request for leave of absence during term time letters.
- Provide class teachers with termly attendance sheets prior to each open evening to give to parents/carers

The Governing Body

- Receives information from the Head Teacher on attendance.
- Will report to parents in the termly newsletter 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.

This policy will be reviewed in the academic year 2017-18

Parents, staff and pupils will be made aware of this Policy and periodically reminded of its contents.

Signed .....

Date.....