



Meadowfield Primary School

ATTENDANCE POLICY

AUTUMN 2018

Introduction

All children of compulsory school age have the right to an effective full time education, regardless of age, aptitude, ability and any special needs he/she may have.

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Meadowfield Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance disrupts continuity of learning, undermines progress, can lead to underachievement and low attainment and it also impedes the child's ability to develop friendship groups within the school. This responsibility is also shared with the parents/carers and the Cluster Attendance Manager. It is through active partnership between all three partners that the best results will be achieved.

Aims

The policy will aim to raise and maintain levels of high attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum.
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising the awareness and importance of good attendance.
- Ensuring that attendance is monitored effectively and reasons for absence are recorded and dealt with promptly and consistently.

Expectations

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

We expect our pupils:

- To respect themselves and others
- To do all they can to attend school regularly and on time.

- To inform a trusted adult if they feel they are being bullied
- To encourage friendship and a sense of belonging
- To be happy and encourage others to be happy

Parents/Carers have the prime responsibility for ensuring that their child attends school regularly and on time. They have a legal responsibility to ensure their children attend school regularly and on time. Failure to do this could result in a prosecution under the 1996 Education Act. A child who is in care of the local authority will be supported by close co-operation between the school, foster carers and social care should their attendance become a concern.

We expect our parents:

- To keep requests for their child's absence to a minimum.
In accordance with government guidelines holiday requests are no longer authorised and absence is only authorised in exceptional circumstances. **Birthday celebrations, shopping trips, haircuts and prison visits are not exceptional circumstances and must be done out of school hours.**
Meadowfield Primary may submit applications to the Local Authority to issue subsequent fines for holidays taken during term time. Absence due to visiting family abroad will be deemed to be a holiday and such visits need to be taken during then school holidays.
- To offer a reason for any period of absence, preferably on the first day of absence.
- To ensure the child arrives on time offering a reason for any lateness.
- To work closely with the school's Attendance Team to resolve any problems that may be impacting on the child's attendance.
- To support their child and celebrate their successes and achievement.

The school will endeavour to provide an environment that is conducive to learning for every individual pupil. School attendance will be positively supported and co-operation between all partners will be paramount. The school has a statutory duty responsibility to record and monitor the punctuality and attendance of all pupils. Absences which are authorised or unauthorised will be coded appropriately.

Pupils and Parents/Carers can expect school:

- To create an ethos that the pupils want to be part of
- To meet the legal requirements as set out by the Government
- To give high priority to punctuality and attendance.
- To continue to develop and have in place effective monitoring/tracking procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parental condoned absence.
- To continue to develop an effective range of strategies to follow up absenteeism and to promote good attendance.
- To encourage open communication between home and school
- To support procedures for the reintegration of long term absentees.
- To continue to develop and have in place effective Stage 1 procedures leading to a referral to the Cluster Attendance Manager.
- To continue to develop the curriculum and teaching to engage pupils positively in their learning experiences.

Routines and Record Keeping

Daily Procedures

- The classroom doors open at 8.45am and the teacher takes the register, recording who is present and absent at 8.55am. At 9.05am the register is taken to the office for the information to be recorded electronically
- Pupils who are late after 8.55am report to the Late Door where reasons for the lateness are recorded and may be challenged
- Pupils arriving after 9.10am enter school via the main entrance and any pupil arriving after this time is coded according to the reason given for the lateness
- First day contact is made by phone or the school's texting system
- Home visits may be carried out if the Attendance Team are aware of any on-going family concerns
- Staff report any concerns over a child's absence to the school's Attendance Team and appropriate action is taken

Weekly procedures

- The Attendance Team meet on a weekly basis to monitor and track **all** pupils. Concerns are recorded and actioned appropriately.
- Stage 1 procedures (within school) are documented and evidenced
- Home visits if applicable by Learning Mentors and/or Family Intervention Coordinator

Other actions

- Regular family meetings are held and targets for improvement set as part of the Stage 1 procedure including fast track procedure
- Referral to TNLP Cluster (Guidance and Support) requesting support and intervention from the Cluster Attendance Managers for 1:1 casework
- Regular meetings with cluster Attendance Managers to discuss individual cases
- Meet as part of a cluster team to discuss policies, examine data and action plans

Strategies used to promote good attendance

- Parental information leaflet issued to parents annually.
- Letters for initial concern, persistent absentee, not accepting illness, statutory age and amber warnings (less than 95%) are sent out to families as part of the stage one intervention process which is then followed by a family meeting if there is no or little improvement.
- Points for Prizes has been reintroduced following requests from pupils. Points are awarded on a weekly basis for 100% which can then be exchanged for a prize.
- Rockette the Alien visits school assemblies at least every half term to present class certificates.
- Every half term congratulation texts are sent to parents/carers whose children have achieved over 96%, another similar text is sent to those achieving 100%.
- At the end of the academic year certificates and an engraved medal are awarded to those pupils achieving 100%. The awards are presented by 'Rockette' during a special Attendance Assembly to which parents/carers are invited to attend. An engraved plaque is presented to those children who achieve 100% over consecutive years.

- The Attendance Team are very proactive and early intervention by either the Learning Mentors or the Family Intervention Coordinator reduces the risk of these pupils becoming persistent non attendees
- Personalised support is offered to individual families where attendance is a barrier to their child's progress