



St. Agnes School
Whole School Policy on Attendance

Aims

- 1) **To make attendance and punctuality a priority for all those associated with the school including; pupils, parents, staff and Governors.**
 - a) Encourage high attendance and punctuality by pupils and staff.
 - b) Inform parents of any concerns about attendance or punctuality.
 - c) Reinforce attendance and punctuality in parents' newsletters.
 - d) Monitor progress in attendance and punctuality, appoint an attendance Governor and report to Governing body on both.
 - e) Agree and set attendance targets with County.
 - f) Follow County guidance for schools on 'Achieving High Attendance'.
 - g) Encourage and celebrate good attendance through the school's ethos and reward systems.
 - h) Discuss attendance issues with relevant professionals and agencies.
 - i) Implement and follow the County 'Family Friendly Policy' regarding staff absence.
 - j) Implement and follow DfE guidelines regarding pupil attendance.

- 2) **To provide a welcoming and caring environment in which each member of the school community feels secure.**
 - a) Ensure new parents and pupils feel welcome and well informed.
 - b) Encourage all parents and carers into school.
 - c) Ensure the start of the school day is well structured so children and parents understand the importance of being on time.
 - d) Provide an interesting and varied curriculum and teaching styles to motivate all learners.

3) To provide support, care and advice to parents and their children.

- a) Highlight attendance and punctuality in; PSHE, assemblies, school council, circle time, clubs, wake and shake.
- b) Promote and celebrate good attendance and punctuality.
- c) Provide accurate and up to date contact advice for parents.
- d) Involve parents at the earliest possible stage if attendance issues arise; responding swiftly to punctuality and absence.
- e) Recognise the individual pupil and family when considering attendance issues.

4) To promote effective partnerships with the Education Welfare Service and other relevant agencies.

- a) Meet with Educational Welfare Officer during monitoring visits or contact earlier if concerns about individuals arise.
- b) Carry out initial enquiries and put intervention/support in place if needed prior to contacting the EWO.
- c) Gather relevant information to assist EWO.
- d) Encourage a multi-agency approach to support children and parents.
- e) Deploy the Parent Support Advisor to help families to overcome barriers to achieving good attendance and punctuality.

Signed:

Date: Autumn 2010

Reviewed : Spring 2012

Reviewed : Autumn 2013

Procedures for promoting and recording pupil attendance

1. Registering attendance

- a. At the beginning of each morning and afternoon session, teachers register children's attendance electronically on the school SIMS database, which includes full registration and contact details for each child.
- b. Teachers use the following the LA code of symbols::
 - i. / present for the morning session
 - ii. \ present for the afternoon session
 - iii. - not present
- c. Office staff edit electronic class registers with the information they receive about children's absences according to the following LA code:
 - i. L late (within the first 30 minutes of registration)
 - ii. M authorised absence for a medical appointment
 - iii. I authorised absence due to illness
 - iv. H absence due to authorised holiday
 - v. C absent due to other authorised circumstance
 - vi. G unauthorised extension to holiday
 - vii. O unauthorised absence
 - viii. B educated off site (present)
 - ix. V educational visit (present)
 - x. P approved sporting activity
- d. Office staff compile and print a paper register of absent children each day.

2. Managing absence

- a. Families are asked to notify the school before or as soon as possible after the start of the school day of a child's absence and the reason for it.
- b. The school will contact the home of any child for whom an explanation for their absence has not been received by 9.30am.
- c. Families must make a written request to the Headteacher for absence from school.
- d. The Headteacher will not authorise holiday during term time except in exceptional circumstances. Further guidance is available on the DfE website.

- e. The Headteacher will not authorise holiday during SATs week for any child in Year 6.
- f. Staff are asked to be vigilant to identify persistence or patterns of absence or lateness which may affect a child's education. They should report these to the Headteacher, who will follow them up by contacting the family.
- g. Where there are concerns about levels or patterns of absence or lateness, the Headteacher may have cause to contact the Education Welfare Officer, who will work with the school and family to improve a child's attendance.
- h. In certain circumstances, term time absence may be registered with the code B or V in the register. This must be authorised by the Headteacher.
- i. The Headteacher reports absence rates to parents/carers on a termly basis, using a 'traffic light' system which relates absence rates to national averages.
- j. Attendance rates and how they relate to national averages form part of the annual Pupil Report to Parents.
- k. The Headteacher will report the school's absence rate in school self-evaluation records and to the governing body and LA, and the school will make every effort to ensure that the absence rate is at or below average.

3. Celebrating good attendance

- a. Children who achieve 100% attendance throughout the year receive an attendance award at the annual end of the year awards ceremony.
- b. An Attendance Trophy is awarded to the class with the highest attendance each week and presented during a Golden Assembly.