

## ATTENDANCE POLICY

St Thomas' CE Primary School seeks to ensure that all of its pupils receive a full time education which provides every opportunity for all pupils to realise their full potential.

### Aims of this policy

- To improve pupil attendance and punctuality.
- To make attendance a priority for the whole school including Governors, pupils, parents and teachers.
- To ensure safety and safeguarding of the children is maintained

### Purpose

- To ensure regular, punctual attendance
- To maintain detailed and accurate attendance records
- To monitor poor attendance and intervene when necessary

### Parental responsibilities

Under Section 7 of the 1996 Education Act, a parent is responsible for ensuring that a child of compulsory school age receives an efficient full time education that is suitable to the child's age, aptitude and ability and any special educational needs a child might have.

### Parents should always:

- Ring school on the first day of absence
- Ring school again on the fourth day of absence to provide an update
- Ensure effective communication with school over longer periods of absence

### School:

- Concerns about attendance should be communicated, in the first instance to the schools attendance co-ordinator
- The Headteacher will report to the full Governing Body on attendance each term.
- At the end of each term, children with a cumulative 100% attendance record will be presented with a Full Attendance Certificate.
- Pupils above target attendance will be entered into a termly raffle with an appropriate reward that recognises their attendance and the support of their family eg. cinema tickets.
- The school will recognise attendance on a weekly basis in celebration assembly by awarding a trophy to the class with the highest attendance and punctuality.
- School will regularly and effectively monitor school attendance and inform parents when their child is absent via a first day contact system.
- School will phone parents after the third day of reported absence, if no further communication has been received.

- Information regarding attendance and the action parents are expected to take when their child is absent will be communicated via the school policy document, newsletters, parent's evenings and attendance initiatives.
- Incentives for identified pupils and pupil groups will be utilised as and when necessary

### Pupil Groups

- Absence of children in vulnerable pupil groups, including Pupil Premium, SEN, FSM, EHC/ statemented children will be monitored on a half termly basis.
- Attendance of pupils classified as 'persistently absent' (below 90%) after the first half term will be checked weekly to ensure that attendance is improving over time.

### Authorised and Unauthorised absence

Categorisation of absence needs to be consistent across the school. It is the Headteacher not the parent who authorises absence. A parent may be asked to provide medical evidence for school non-attendance, for example when absence falls below 90% in any one term.

### Registration

- Each day legally consists of two sessions, each of which must be registered.
- The class teacher is responsible for the administration of the register.
- The class teacher is responsible for the correct completion of daily register including sheet numbers and late arrivals.
- The class teacher can at any time, request an attendance report for any given period for any child. This might be used to confirm suspicions regarding absence patterns.
- Registers close at 9.30am. Only children arriving after this time should be marked as absent.
- Registers must always be returned immediately to the school office after close of registration

<b>C</b>	Authorised other circumstances (Family Bereavement, Parent ill etc)
<b>O</b>	Unauthorised absences
<b>R</b>	Religious observance
<b>L</b>	Late (after 9.00am)
<b>V</b>	Educational visit
<b>G</b>	Family Holiday not agreed
<b>H</b>	Family Holiday (authorised in advance)
<b>M</b>	Medical / Dental
<b>I</b>	Illness

<b>U</b>	Late after registration closed at 9.30am
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### **Family Holidays in Term Time**

Parents wishing to take children away during term time must write in for the attention of the Head teacher in advance of the absence.

The Headteacher adheres to Warrington Borough Councils guidelines and is unable to authorise any holidays in term time, other than in very exceptional circumstances.

### **Procedures the school will use to follow up irregular/non attendance**

- First day response
- Phone calls
- Letters
- Meetings
- Target setting
- Referrals to the attendance service

Attendance is always promoted within school as we recognise that attendance is a major factor in pupils achieving their potential.

### **Referrals**

Referrals to the Attendance Service will be considered when:

- There is an unexplained absence of more than 5 consecutive days
- Unauthorised absences result in 90% or less attendance at the end of a term
- Patterns in existing intermittent absence
- Truancy is suspected
- Frequent absences are condoned by the parents
- The child refuses to attend school
- There is concern over the social / emotional / medical well-being of a child

### **Fixed Penalty Notices**

The Anti Social Behaviour Act (2003) S23 (1) introduced fixed penalty notices as an alternative to prosecution.

- This is not currently a policy that Warrington Borough Council has adopted or any maintained schools pursue independently for that reason.

### **Re-integration following long term absence**

School may use some of the following strategies in respect of long term absence

- Individual case meetings
- Support from a key worker or mentor
- Phased return (in limited cases. For example, long term medical absence)

This policy is supported by other school policies, which are intended to safeguard and promote the welfare of our children. These include: Anti-bullying, Behaviour Management, Health and Safety, Sex Education, Safer Recruitment, Whistle-blowing and On-line Safety.

### **Attendance to After School Clubs**

There are a number of clubs that operate after school. The school office liaises with the club operator regarding interest for these clubs on a weekly basis. The office collates and manages the replies. The school office produces an attendance register for each after school club. The register is located in the school office.

The club operator collects the register from the office on a weekly basis. As soon as the children are assembled in the school hall, the register is taken. If any children aren't present the school office is notified. The school office will then make contact with the child's parent/carer to ensure the child has been collected from school and are aware of their whereabouts.

Children and parents are informed if for any reason their child cannot attend the club then the office must be notified beforehand so the register can be amended accordingly.

If it is found that the child hasn't been collected then the HT would be informed immediately and our 'missing child' procedure would come into force. This is carried out for all after school clubs, confirmation classes, booster classes etc.

WASPS link club will follow their own procedures.

### **Review**

This policy will be reviewed every two years.

Information shared with parents

Attendance band	What this means for your child's learning
99-100%	<ul style="list-style-type: none"> <li>Excellent attendance which will enable your child to reach their full potential.</li> </ul>
97-99%	<ul style="list-style-type: none"> <li>Good attendance which is above our target of 97% will support your child and give them a very good chance of achieving their true potential.</li> </ul>
93-97%	<ul style="list-style-type: none"> <li>Attendance which is below target may mean that your child is at risk of not achieving their potential.</li> </ul>
90-93%	<ul style="list-style-type: none"> <li>Attendance is well below target will mean that there is a likely significant negative impact on your child's education. It is important to note that while 90% sounds high it actually means that your child has missed ½ a day EVERY WEEK from school. At this level your child may not achieve age-related expectations</li> <li>The school closely monitors attendance at this level and informs parents that improvements must be made. A letter will be sent home from school each half-term when attendance is at this level.</li> <li>The LA Attendance Officer monitors attendance at this level.</li> </ul>
Below 90%	<ul style="list-style-type: none"> <li>Attendance causing significant concern. Your child is now classed as <b>'persistently absent'</b>.</li> <li>They are highly likely to be below age-related expectations and experiencing significant difficulty in their learning.</li> <li>The LA Attendance Officer will become involved unless the attendance improves to above 90%.</li> <li>If there is no improvement then the LA will have to consider a prosecution.</li> </ul>