

St ANNE (STANLEY) C.E. PRIMARY SCHOOL



ATTENDANCE POLICY

At St Anne Stanley CE Primary School we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Regular attendance is crucial for social development and for children to fulfil their academic potential. Missing lessons undermines educational progress and impedes development of the life skills necessary for the world of work and adult life.

Children with poor attendance tend to achieve less, both in primary and secondary education. Parents and carers have a responsibility to ensure that their child receives a full-time education and attends school on a regular basis.

There is **NO** legal entitlement to leave for a family holiday.

Aims

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.
- To maintain an attendance rate of at least 97%.

97-100% Green Zone = Well done - best chance of success!

90%- 96% Amber Zone = We are worried – less chance of success.

Below 90% = Serious concerns – serious impact on education!

Role of the Governing Body

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- ensure that the attendance policy is carried out;
- set attendance targets for the year.
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher/Senior Leadership Team

The Head teacher/SLT will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- undertake the daily monitoring of school attendance via the First Response procedure
- monitor trends by using data effectively to help strategic planning;
- target intervention and support to those children that have been highlighted as poor attenders;
- attend regular meetings with the Education Welfare Officer;
- have in place a system for parents to report a child's absence;
- report to the Governing Body the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance at all times;
- publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
- award good attendance rewards to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- monitor the effectiveness of this policy and report to Governors.

Role of the School

The school will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations;
- provide support from our **Family Liaison and Pupil Support Officer**, who oversees attendance and punctuality, working in partnership with the Educational Welfare Officer and other agencies within the school and community setting.

Role of Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- ensuring their child attends school for 97% of the time or more and is only absent for the reason of genuine illness;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

Role of Pupils

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant.

Rewards / Incentives

100% attendance and punctuality will be given special recognition:

- A £5 *Golden Envelope* prize is awarded to the class with the highest attendance each week.
- Classes also gain 50p for each day they achieve 100% attendance and punctuality. At the end of each term the total in the class piggy bank is spent on a treat of their choice.
- Individual children who have 100% weekly attendance are entered into a prize raffle, during Praise Assembly.
- At the end of each half-term, children with 97% attendance or above, will be entered into a prize draw to win a £50 family voucher.
- AT the end of each term 100% attendance is rewarded with a medal: bronze = 1 term; silver = two terms; gold = three terms (one full academic year).

First day response calls

A designated member of staff will operate a first day response procedure which involves:

- contacting parents if they have not reported their child's absence by 10.30 a.m.
- sending a letter or conducting a home visit (decision made by Headteacher) if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- reporting back any concerns to the Headteacher immediately;
- recording reasons for absences;
- requesting a return day from parents;

Punctuality: 'It's Great Never to be Late'

- Morning registration is at 9.00am. This is the time that children must be in the classroom, so they must be on the school yard at 9.50am.
- It is the parents/carers responsibility to ensure that if their child arrives late then they MUST come to the school office, accompanied by an adult. The child will be marked into the late register.
- Arrival after the close of registration at 9.25am may be marked as unauthorised absence in line with DfE guidance.
- Parents will be informed if school have concerns about a child's punctuality.
- Children who are punctual for a whole week will be entered into a weekly prize draw.

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- parents are invited to attend an informal meeting with the Headteacher and Education Welfare Officer to explain their child's repeated absence.
- support will be given if there are underlying reasons for the absence.
- if not, then the situation will be monitored for improvement.
- if there is no improvement then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.

Dealing with Truancy

If a pupil is thought to be playing truant then the school will inform:

- the parent/carer;
- the police

All pupils who truant will be:

- managed through the school's discipline procedures and behaviour policy
- provided with appropriate support
- referred to the Education Welfare Officer
- monitored carefully.

The police must be informed immediately if a pupil leaves school without prior permission.

Absences

Illness

Parents are asked to provide details of any illness and are encouraged to send pupils in when they are able. For illnesses that persist for longer than the expected time, parents may be asked to provide a doctor's note.

Holidays during term time

Request for leave should be presented to the Headteacher and will only be granted in exceptional circumstances. If parents choose to take their child on holiday without permission, they will be subject to a fine.

Medical, Dental or Hospital Appointments

We encourage these appointments to take place out of school time in order not to disrupt the child's education. If an appointment has to take place in school time then the

parent is asked to collect the child at the time required and return them to school for any remaining lesson time.

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and attendance figures will be included in the headteacher's reports to governors. The governing body also has responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

Class attendance figures will be published regularly in school newsletters.

This policy will be reviewed in November 2020.

Mrs J. Simons,

Headteacher

October 2018

Any enquiries relating to local authority and government targets can be found on:

<http://liverpool.gov/schools-and-learning/school-attendance-behaviour-welfare/>

