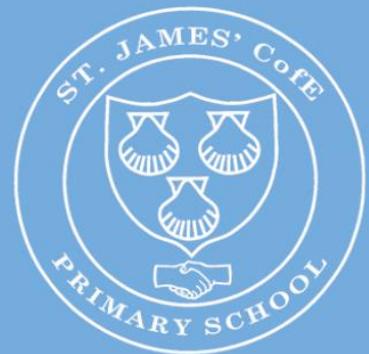


St.James' CofE Primary School



Attendance Policy

Created by: R Andrew September 2016

Review Date: September 2019

St James' CofE Primary School

Attendance Policy 2016/2017

1. Introduction

1.1 Regular attendance at school is essential to promote the education of all pupils. Staff at St James' CofE Primary seek to inspire every child with a passion for learning which will demonstrate to them that their presence in school is important and that they are missed when they are absent or late. School will take appropriate action when necessary in order to promote the aims of this policy.

Aims:

- To maximise the attendance of all our children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for everyone
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulties
- To analyse attendance data regularly to inform future policy and practise
- To work closely with and make full use of the support from the wider community including the Education Welfare Service and multi agency teams

What is expected of parents:

- To keep their child's absence to a minimum
- To offer a reason for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness
- To work closely with the school and the Education Welfare Officer (EWO) to resolve any issues that may impede a child's attendance
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important times such as Assessment weeks and SAT's tests
- To support their child and recognise successes and achievements
- To keep school updated should contact numbers or address details change

1.2 Parents and carers are asked to contact the school office on the first morning by phone or in person if their child is absent from school.

2. What is expected of school:

- To give a high priority to punctuality and attendance
- To develop procedures that enable school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To consistently record absence within the guidance of the 1996 Education Act
- To develop a range of strategies to follow up intermittent and long term absenteeism and promote good attendance
- To encourage communication between home and school
- To develop procedures leading to a formal referral to the EWO

3. Authorised Absences include:

3.1 Sickness, hospital appointments, dental appointments, religious holidays. Where possible medical and dental appointments should be arranged during holidays or outside the school day. Where this is not possible it is expected that pupils only miss part of the day and that an appointment card or letter is brought into the school office as evidence.

4. Unauthorised Absences include:

4.1 Holidays in term time, shopping, visiting relatives, buying shoes, going for a haircut, parent/s unwell.

4.2 School supports the view that every day in school makes a difference and discourages parents from taking holidays in term time.

5. Term Time Holidays:

5.1 There is no automatic entitlement in law to term time holiday. Any holidays taken in term time will be marked as unauthorised absence and may also result in a penalty notice being issued.

6. Response to Absence:

6.1 If any child has not been registered or the school has not been notified about a child's absence, the office will contact parents by trying home land line first, sending text to contacts.

6.2 The administration staff will continue to check each morning with the parents on each subsequent day that the child is absent.

6.6 At each stage of this process, parents are invited in to speak to the headteacher if they have specific concerns or issues.

7. Lateness:

7.1 School starts at 8.50am. Lateness is classed as any child arriving after 9.00am. when registers close. All children arriving after 9.00am must report to the school office and parent must sign child/children in electronically.

7.2 Arriving after the registers close will result in your child receiving an unauthorised absence mark for that session. Persistent levels of unauthorised absence due to lateness may result in a penalty notice being issued.

8. The Education Welfare Service

8.1 St James' CofE Primary school works together with the Education Welfare Service to improve the attendance of all our children. Our target attendance for 2016 – 2017 is 98% and whilst the majority of our children achieve this, there are a minority who do not. There are different strategies used by the Education Welfare Service to support families and raise awareness of the importance of school attendance. These range from Attendance assemblies, late stops, informal visits, target days, penalty notices and ultimately court action.

8.2 The staff at St James' CofE Primary School hope that any attendance issues or concerns can be resolved long before court proceedings are begun.

9. Persistent Absentees

9.1 A child who has an attendance figure of 90% or below is classed as a persistent absentee and will be referred to the EWO.

9.2 A child who has an attendance percentage between 80% and 90% will be closely monitored and will be referred.

10. Monitoring and Evaluation

Daily

10.1 Registers are kept electronically at St James' CofE Primary School and monitored daily by the administration staff. Details of all absences and lateness are recorded. A log is kept of all text messages sent daily.

Weekly

10.2 Percentage attendance figures and number of lates in each class for the current week are announced in assembly each Friday morning.

10.3 Letters are sent to parents whose children have had 5 or more lates.

10.4 Letters are sent to parents whose children have been absent and not provided school with a reason.

10.5 Classes with the highest attendance receive an Attendance Award.

Fortnightly

10.6 School Admin and the headteacher meet with the EWO on a regular basis to monitor individual attendance of referred pupils and address any concerns.

Monthly

10.7 A letter is sent to parents of children who have had 8 lates in the current month.

Termly

10.8 100% attendance certificates presented to the children in the final assembly of the term.

Yearly

10.9 100% attendance certificates presented to the children in the final assembly and all names entered into a prize draw.