



ATTENDANCE POLICY

Aims and Objectives

At St. Peters CE Primary School, we are committed to providing a full and enriching education for all children. We believe that children benefit enormously from the education and activities that the school provides; therefore, regular school attendance is essential.

To this end we will do all we can to ensure that all children have high school attendance rates.

Expectations

We expect the following from all children:

- That they attend school regularly
- That they arrive at school on time and be appropriately prepared for their day

We expect the following from parents/guardians:

- To positively encourage their children to attend school
- To ensure they contact school by telephone before 9.15am whenever their child/ren are unable to attend school
- To ensure their children arrive in school prepared for their day and to check that any homework due in has been completed
- To contact the school whenever any problem occurs that may keep their child/ren away from school. All such contact will be in confidence
- To arrange non-urgent appointments e.g. doctor, dentist, out of school hours where possible

All parents, guardians and children can expect the following from the school:

- Regular and efficient monitoring, according to the RAG project. This categorises attendance into either Green (above 95%), Amber (between 93 – 94.9%) or Red (less than 92.9%) levels. Green is satisfactory, Amber is cause for concern and Red is unsatisfactory
- Early contact (every day) with parents/carers when a child fails to attend school without either previous notification or a telephone call to the school office by 9.15am
- Immediate action on any problem notified to us
- Encouragement of good attendance
- Quality education

Encouraging attendance

We will encourage attendance in the following ways:

- Accurate completion of the register at 8.55am and 1.05pm at the start of each session
- The circulation of the Attendance Policy to all parents/guardians
- The use of a standardised format for requests for absence, however requests can be returned as unauthorised, depending on the nature of absence

Responding to non-attendance

When a child does not attend school, we will respond in the following manner:

- If no note or telephone call is received from parents/carers by 9.15am then they will be contacted by text or telephone call. Where there is no response, the absence will be recorded as unauthorised using the code 'O', or a 'U' if a child arrives after 9.20am
- Should concerns arise over attendance then discussions will take place with the Education Welfare Officer (EWO). This may result in a referral to the Education Welfare Service
- Any return to school after a long absence will be carefully planned by the school

Lateness

In the case of continual lateness (arrival at school after 9.20am), a letter will be sent to the parents/carers and a referral could be made to the Education Welfare Service where upon a Fixed Penalty Notice could be enforced.

Leave of absence for family holidays

There is no entitlement to any leave of absence during term time, unless there are exceptional and compelling circumstances.

Unauthorised absence

Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'. This could result in further action (i.e. Fixed Penalty Notice) by the Local Authority if 10 or more sessions are recorded as 'G' or 'O' or 'U' in a 10 week period.

Organisation of the Policy

Every member of staff must make attendance high priority and convey to children the importance of the education being provided. In addition to this there are the following responsibilities:

Headteacher:

- To oversee the whole policy
- To report to governors
- To follow up unexplained absence with parents/guardians
- To work with administrative staff in relation to attendance
- To analyse attendance data
- To liaise with the EWO when appropriate

Class teachers:

- To complete electronic registers accurately and on time, 8.55am in the morning and 1.05pm in the afternoon.
- To code all absences correctly

Administrative assistant:

- To check electronic registers each day
- To follow up absences and meet with the Headteacher regularly
- To produce attendance reports as necessary for the Headteacher/EWO
- To complete % attendance forms regularly and monitor attendance levels throughout the year

Legal Requirements

All absence figures (authorised and unauthorised) are reported to the DfES and are published each year in the School Prospectus and the School Profile.