

Boundary Primary School



Attendance Policy

Review period: 3 yearly

Date policy last reviewed: November 2016

Person Responsible for Policy: Headteacher/Pastoral Manager

Ethos Statement

This policy reflects our school ethos, which recognises, celebrates and welcomes diversity. We believe that each and every one of us brings something valuable to our community. We aim to develop children's personal qualities and achievements and are committed to giving all of our children every opportunity to achieve the highest standards.

This policy helps to ensure that this happens for all children in our School, regardless of age, disability, religion, gender, ethnicity, attainment or background.

Rationale

This policy is designed to provide clear information about attendance that can be understood by all stakeholders, supports us in meeting our attendance targets and promotes the highest expectations of pupil attendance.

Introduction for Parents and Carers

Good attendance is essential for a child's education and establishes a positive working ethos early in life. 100% is certainly achievable but, in the event of your child being absent, it is essential that you inform us of the reasons for absence.

Why?

The Education Act 1996 requires parents and carers to ensure that their child receives full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance or otherwise.

- Under current government legislation, all absence figures must be reported to the:
- School's Governing Body
- Local Authority (LA), and
- Department of Education (DFE)

Parents and Carers must ensure that they are fully aware of the School's attendance policy, as any absence will have an impact on their child's learning.

Regular attendance is vital; parents and carers, together with Boundary Primary School staff, all have a part to play in ensuring that each child's potential is achieved.

- Children are expected to attend for the duration of the academic year, unless there are exceptional reasons for the absence. There are two main categories of absence:
- Authorised absence is when the School has accepted the explanation offered as satisfactory justification for the child's absence, or given approval in advance for such an absence.
- Unauthorised absence is when the School has not received a reason for the absence or has not approved a child's absence following a request.
- Please be aware that when a parent/carer telephones with information that their child is unable to attend due to illness, or other circumstances, this may not be

automatically authorised. The child's current and previous attendance will be taken into consideration and, as a result the absence may not be authorised.

- Keeping children away from school with minor ailments, such as a headache or slight cold, is not acceptable. Repeated absences or children already being monitored by PWO will require medical evidence from the Doctor's Surgery, which may be in the form of an appointment card, a date stamped compliments slip, prescription or medicine container. Any of the above should be presented to the front office or Engagement Officer should they have carried out a home visit. (Please note: the School are not asking any parent/carer to incur a charge for such information and will not be liable for any cost).
- There is a clear connection between regular attendance and achievement, friendship circles and self-esteem.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, carers, the School with its Governing Body and the Local Authority.

THE AIMS AND OBJECTIVES OF THE POLICY

1. To improve attendance and punctuality.
2. To make attendance and punctuality a priority for all those associated with the School, including children, parents/carers, teachers, governors and the local community.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and children.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between Boundary Primary School and home.
7. To implement an effective system of incentives and rewards, which acknowledge the efforts of children to improve their attendance and timekeeping and will challenge the behaviour of those children and parents who give low priority to attendance and punctuality
8. To promote effective partnerships with Pupil Welfare Service and other agencies.
9. To recognise the needs of each individual child when planning reintegration following significant periods of absence.

TO IMPROVE ATTENDANCE AND PUNCTUALITY OF CHILDREN, WE WILL:

1. Aim for 100% attendance
2. Apply the Attendance Policy consistently
3. Establish and maintain a high profile for attendance and punctuality
4. Relate attendance issues directly to Boundary Primary School's values, ethos and curriculum
5. Monitor progress in attendance measurable outcomes
6. Bring regular "lates" or any attendance falling below 95% to the attention of parents and carers

7. Actively discourage holidays during term time by unauthorising requests for family holidays and using a penalty notice if this is ignored.

TO MAKE ATTENDANCE AND PUNCTUALITY A PRIORITY FOR ALL THOSE ASSOCIATED WITH BOUNDARY PRIMARY SCHOOL, INCLUDING CHILDREN, PARENTS/CARERS, TEACHERS AND GOVERNORS, WE WILL:

1. Meet on a weekly basis to analyse attendance data and follow Attendance Procedures
2. Produce termly reports to Governors
3. Hold induction evening for parents of children joining Reception Year
4. Discuss the importance of Attendance at Non Routine Admission meeting with new children and parents. Highlighting the Attendance Rules
5. Raise awareness at weekly Celebration Assembly and termly through the Boundary News Letter
6. Provide training for newly appointed staff
7. Display attendance rewards at focal points
8. Refer persistent absent/late issues to the Pupil Welfare Service, in line with Attendance Procedures
9. Maintain regular weekly, termly and half termly rewards and incentives

TO DEVELOP A FRAMEWORK WHICH DEFINES AGREED ROLES AND RESPONSIBILITIES AND PROMOTES CONSISTENCY IN CARRYING OUT DESIGNATED TASKS, WE WILL:

1. Maintain clear-cut procedures for statutory registration
2. Make phone/text/home visits contact, using designated staff, on the first day of a child's absence
3. Ensure the clearly defined late registration procedures are maintained: recording L for children late before 9.25am and recording U (unauthorised late) or children arriving after 9.25am
4. Respond swiftly to lateness (in respect of both children and parents)
5. Define clearly the roles and responsibilities within the school staffing structure (Pastoral Manager and Engagement Officers)
6. Ensure time is given to liaise on attendance issues
7. Timetable relevant staff to liaise with Pupil Welfare Officer
8. Have clear procedures prior to referral; to Pupil Welfare Service
9. Review attendance weekly
10. Be familiar with the Pupil Welfare Officer's referral and recording system

TO PROVIDE SUPPORT, ADVICE AND GUIDANCE TO PARENTS/CARERS AND CHILDREN, WE WILL:

1. Highlight attendance in:
 - Assemblies
 - PSHE and Circle Time
 - Staff available to talk to children
 - Pupil voice
 - Pastoral System
 - Breakfast/After School Clubs
 - Newsletters
 - Open evenings
 - Parents coffee mornings
2. Set aside time for parents/carers to speak to staff
3. Seek improved communication with parents/carers, e.g. letter at the beginning of School year, to discourage holidays in term time and to make parents/carers Aware of expectations of \school
4. Provide accurate and up-to-date contact information for parents
5. Involve parents from the earliest stage

TO DEVELOP A SYSTEMATIC APPROACH IN GATHERING AND ANALYSING ATTENDANCE RELATED DATA, WE WILL:

1. Maintain the computerised registration systems (SIMS and EMERGE)
2. Ensure standardised recording of attendance and absence
3. Be consistent in collection and provision of information
4. Decide what information, if any, is provided for:
 - Governors
 - Pastoral staff other staff parents/carers
 - Children (individual groups)
 - Pupil Welfare Service

TO FURTHER DEVELOP POSITIVE AND CONSISTENT COMMUNICATION BETWEEN HOME AND SCHOOL, WE WILL:

1. Initiate first day contact
2. Make full use of Engagement Officers role within school
3. Promote an expectation of absence letters/phone calls from parents

4. Provide information in a user friendly way
5. Encourage all parents into school

TO IMPLEMENT AN EFFECTIVE SYSTEM OF INCENTIVES AND REWARDS, WE WILL:

1. Assign funding for a system of rewards
2. Actively promote attendance and associated rewards
3. Ensure fair and consistent implementation
4. Weekly presentation for classes with the highest percentage attendance
5. Identify 'Attender of the week' from each class
6. Prize giving awards for all children who have attainment of 100% each term and half term.
7. Rewards for 100% attendance
8. Bronze, Silver and Gold badges awarded to those children who have 100% attendance throughout the named half terms

TO PROMOTE EFFECTIVE PARTNERSHIPS WITH PUPIL WELFARE SERVICE AND WITH OTHER SERVICES AND AGENCIES, WE WILL:

1. Designate key staff for liaison with Pupil Welfare Service and other agencies
2. Give priority to timetabled meetings with Pupil Welfare Officer
3. Undertake initial enquiries/intervention prior to referral
4. Gather and record relevant information to assist the pupil Welfare Service
5. Establish and maintain list of named contacts with the local community e.g. community police/school nurse
6. Encourage active involvement of other agencies,
7. Develop an understanding of agency constraints and operating environments

TO RECOGNISE THE NEEDS OF THE INDIVIDUAL CHILD WHEN PLANNING REINTEGRATION FOLLOWING SIGNIFICANT PERIODS OF ABSENCE, WE WILL:

1. Be sensitive to the individual needs and circumstances of returning children
2. Involve/inform all staff of reintegration process
3. Provide opportunities for counselling and feedback
4. Consider peer support and mentoring
5. Fully risk assess the needs of the child
6. Consider peer support and mentoring from Engagement officers
7. Agree a timescale for review of the reintegration plan
8. Include the Pupil Welfare Officer, parents/carers and children in the reintegration process

**TO PROMOTE AN EFFECTIVE DAY TO DAY MEANS OF REGISTRATION
THAT WILL SAFEGUARD ALL OUR CHILDREN (INCLUDING NURSERY)**

1. Gates close promptly at 8.55am
2. Registers close at 9.00am (to include children that may come through the front entrance before 8.55am)
3. Children who arrive late before 9.25am will be issued with a L mark. Any child arriving after 9.25am will receive a U mark which means an absent mark for that session
4. After 9.00am late children will be marked in manually by Engagement Officers as this information is required in Court/legal circumstances.
5. Registers collected and screened by Engagement officers, double checked with each individual Class Teacher before first day phone calls/home visits are made
6. Codes are implemented on Friday by Pastoral manager and a hardcopy of that week's register is housed within the safeguarding cabinets.
7. Teachers select an 'Attender of the week' who receives a reward for their excellent attendance for that week.
8. Results are shared with whole school on Attendance Board

Written with due regards to the Equality Act 2010