

Bubwith Community Primary School



Attendance Policy 2017-18

Bubwith Community Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for all.

The school strives to promote a welcoming, caring and safe environment where each member of the school community feels wanted and secure.

All staff will work with pupils, parents and carers to help them meet their legal responsibility, in ensuring that their children attend school regularly.

The school will establish effective systems of incentives and rewards which acknowledges the effort of pupils to improve their attendance.

Parents who give low priority to attendance and punctuality will be challenged.

This policy should be read in conjunction with the school Child Protection Policy and other relevant Safeguarding policies.

Aims:

- 1) To promote the highest possible levels of attendance by pupils the school will:
 - Establish attendance as high profile
 - Apply the attendance policy consistently
 - Monitor attendance and report to governors
 - Endeavour to improve pupil punctuality
 - Not authorise term time holiday requests in accordance with the East Riding of Yorkshire Council Absence from School for Exceptional Circumstances Policy.
- 2) The school will make attendance and punctuality a priority for all those associated with the school by:
 - Regularly reporting attendance data to governors
 - Informing parents of school times, term dates and training days
 - Having clear procedures for parents to inform staff of pupils absence or lateness
 - Displaying materials promoting attendance
 - Liaising with the Education Welfare Service
 - Using reward systems for good/ improved attendance/ punctuality
 - Following the Code of Conduct for Education Penalty Notices (June 2017)
- 3) The school will develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by:
 - The designated admin staff member to be responsible for first day of absence contact
 - Ensuring clearly defined late registration procedures
 - Having clear procedures and records of intervention regarding attendance concerns
 - Identifying designated staff to liaise with the Education Welfare Service re attendance issues
 - Reviewing attendance regularly
- 4) The school will provide support, advice and guidance to parents and pupils by:
 - Highlighting attendance in assemblies and parents meetings
 - Improving communication between school and parents
 - Informing parents termly; by sending out computer generated letters as follows:

Letter 1 - pupil attendance is between 90-95% and is being monitored by the school
Letter 2 - pupil attendance is below 90% and parents are invited to contact the head teacher to discuss their child's attendance
Letter 3 - pupil attendance remains below 90% and an appointment is given to parents who have not responded to letter 2

- Providing parents with accurate and up to date information
- Making staff available to meet with parents

- 5) The school will use a systematic approach to gathering and analysing attendance data by:
- Using a computerised registration system
 - Consistent use of attendance codes following L.A. guidance
 - Identifying and collecting information on developing patterns of irregular attendance and punctuality
 - Providing attendance information for the Head Teacher, Governors, relevant staff, Education Welfare Service and parents
- 6) The school will further develop positive and consistent communication between home and school by:
- Maintaining first day absence contact
 - Promoting school expectations regarding regular attendance
 - Encouraging parents to visit/ communicate with the school
- 7) The school will use a system of rewards and sanctions by:
- Actively promoting attendance with associated rewards and effective sanctions
 - Ensuring fairness and consistent implementation of rewards and sanctions
 - Working in partnership with the Education Welfare Service, and any other relevant external agencies such as EHASH, Youth and Family Services, Behavioural Support and parents
- 8) The school will promote effective partnership with the Education service and other key services by:
- Ensuring the attendance register and admission details are accurate and up to date
 - Carrying out initial enquiries and interventions regarding attendance issues
 - Gathering and recording relevant information to refer any concerns to the Education Welfare Service
 - Identifying key staff to liaise with the Education Welfare Service and other agencies related to attendance
 - Supporting the Education Welfare Service in the implementation of the Code of Conduct for Education Penalty Notices, when appropriate to do so.

Roles and Responsibilities:

Parents:

- Have the legal responsibility to ensure their child attends school regularly and punctually
- Must contact the school without delay to report any absence and follow the school's procedures for reporting absence.

- Ensure that the school has up to date contact details for everyone with parental responsibility
- Adhere to the East Riding School's Partnership policy with regard to absence for exceptional circumstances
- Ensure their children have a good attitude to learning and attendance
- Work in partnership with the school to promote the best interest of their child

School Administration Team:

- To monitor attendance registers on a daily basis
- To amend electronic registers after 9.15am with regards to (N) attendance codes if a reason for absence has since been provided.
- To inform teachers about any known reasons for absence where necessary
- Ensure correct attendance codes are used
- Maintain and update all contact information
- Prepare a half termly list of pupils with less than 95% and 90% attendance
- Send reminder letters to parents/ carers regarding their child's attendance each half term where required
- Prepare an attendance data report for the head teacher each term
- Will identify and monitor pupils at risk of becoming persistent absentees, using the SIMs system
- Will contact parents/carers if attendance/punctuality becomes a concern by telephone or letter
- To make first day absence telephone calls if no information has been received by 9.15am
- If necessary will arrange an action plan meeting in school with parents/carers on behalf of the Head Teacher/EWO
- Will maintain pupil records regarding attendance issues
- If required will liaise with the Education Welfare Officer
- Will make a referral for Penalty Notice to the Education Welfare Service under the authorisation of the Headteacher

Class teachers:

- To record accurate details of attendance at the beginning of each session
- To mark pupils arriving during or after registration as late (L) and those who arrive after 9.15am/1.15am (after the register has closed) as no reason given (N)
- Pass any information regarding absence to the school office
- Will speak to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work

Head teacher:

- Ensure there are named key members of staff with responsibility for attendance
- Submit reports to the governing body on various aspects of pupil attendance
- Ensure a whole school approach to the development and implementation of the school attendance policy
- Encourage staff, including ancillary and administrative staff, to see attendance as part of their responsibility

- Offer clear guidance to parents with regard to their legal responsibilities in relation to attendance matters and information on attendance procedures
- Establish clear channels of communication between school and parents
- Will hold review meetings with parent/carer should attendance be a cause for concern
- Chair attendance action plan meetings
- Work closely with the Education Welfare Service with regards to enforcement action

Governing Body:

- The governing body is required by legislation to see that registers are kept correctly
- Should review attendance statistics and trends and support measures to improve attendance
- Appoint a governor with specific responsibilities for attendance matters and ensure this governor is available to attend meetings with parents/carers if required

Education Welfare Service:

- The dedicated Education Welfare Officer will support school staff in identifying attendance concerns and becoming familiar with the procedures and documentation required for referring attendance concerns to the Education Welfare Service
- The dedicated Education Welfare Officer will advise on policy, strategies and legal requirements
- Area Education Welfare Officers will liaise with school staff following referral to the service

All staff will be made fully aware of this policy and it will be applied fairly and consistently to all pupils.

September 2017

Review Date: September 2018