

Kirkby Thore School

Attendance Policy

Children who attend school regularly are more likely to:

- Keep up with school work
- Develop good habits and important life skills
- Maintain friendships
- Gain better qualifications
- Have access to a wider range of opportunities when they leave school
- Stay away from harm

Date: March 2017

Context:

At Kirkby Thore Primary School we aim to consistently work towards our goal of 100% attendance for all children. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents and carers.

Our school is committed to providing the best possible quality of education to all learners. To help achieve this commitment, regular punctual school attendance is vital.

The following policy sets out the schools aims and systems to ensure that attendance and punctuality is high and all stakeholders are aware of their roles and responsibilities.

Aims of this Policy:

- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies in order to address barriers to attendance and overcome them.

Roles and Responsibilities

Headteacher

- To be responsible for the overall management and implementation of the policy on a day to day basis.
- To deal with parental requests for extended leave in line with LA policies and procedures
- To liaise with external agencies such as the EWO and make referrals where necessary.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- To revise and amend the policy with the staff and governors

Teaching Staff

- To promote good attendance and punctuality.
- To follow the systems and structures in this policy.

- To ensure quality teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learner's needs.
- To keep accurate and up-to-date daily records of pupil attendance and record reasons for absence.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- To feed back to parents about pupil attendance and punctuality regularly and at parents evenings.

Admin Staff

- To check the school answer phone and take messages from parents/carers about pupil absence and convey these to the class teacher.
- To carry out and record the outcome of first day calls when a child doesn't arrive at school when no reason has been received.
- To maintain clear communication with the HT regarding attendance and punctuality within the school.
- To report weekly attendance figures.

Parents

- To ensure that their children receive a suitable full-time education from the age of 5.
- To be responsible for making sure their children attend school regularly.
- To ensure that their children arrive on time for school every day.
- To contact the school if their child is unable to attend.
- To ensure that the school has up to date contact details.
- To work in partnership with the school and external agencies to promote good attendance and punctuality.

Promoting and Supporting

Good Attendance and Punctuality

Attendance Assemblies

Attendance is celebrated every Monday morning and good attendance promoted.

School Newsletter

The school newsletter is used to highlight the importance of good attendance and punctuality. It includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives which the school is using to promote attendance and punctuality.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are a high quality. Regular environmental audits are carried out by the HT to ensure this.

The School Council

The school councillors promote good attendance and punctuality through leading by example and by playing an active role in deciding the rewards the school offers.

Staff Promoting Good Attendance

Good class attendance is attributed to good teaching and to celebrate this, the teacher with the best attending class in school is congratulated by the HT in the Monday morning assembly.

Rewarding Good Attendance and Punctuality

Attendance Trophy

The class with the highest attendance at the end of each half term receives the Attendance Trophy to be kept in the classroom. They are also rewarded. Children from other classes who have achieved 100% attendance are included in the reward. All the children receive a certificate to take home.

End of Year Attendance Rewards

Children who achieve 98% or higher attendance receive a book token reward at the end of the year, those with 100% receive a higher value book token.

Monitoring and Recording Attendance and Punctuality

Class registers are used to record attendance. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session. Registers are taken at 9.00 a.m. and 1.00 p.m. Any children arriving late will be marked as such in the registers which are returned to the office. Punctuality is monitored and discussed with parents as necessary.

School Attendance Letters

Letters are sent out by the school to communicate with parents about attendance and punctuality.

Monitoring Absence

Should a child not arrive at school who we know walks to school alone we will contact the parents by phone in order to check that they are safe. These calls are made by Admin staff. If a reason for absence is not given forms are sent home to establish a reason for absence.

SAFEGUARDING STATEMENT

NO CHILD SHALL BE TAKEN OFF ROLL UNTIL THE SCHOOL IS SATISFIED THAT THEY ARE SAFE AND ACCOUNTED FOR. THIS WILL MEAN THAT WE HAVE CONFIRMATION OF THEM STARTING A NEW SCHOOL/EDUCATIONAL ESTABLISHMENT

WHERE IT IS NOT POSSIBLE TO VERIFY WHERE A CHILD IS, CHILDREN MISSING EDUCATION AT THE LOCAL AUTHORITY WILL BE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.

WHERE A PARTY HAS ELECTED TO HOME-SCHOOL THEIR CHILD, THE LOCAL AUTHORITY HOME SCHOOLING DEPARTMENT ARE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.

Long Term Medical Absence

In some cases a pupil may be absent from school long term due to an illness or injury. The school liaises with families in order to ensure children return to school quickly and care plans are in place if necessary.

School Refusal or Unauthorised Other Absence

If a child is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the child is referred to the EWA and the HT considers whether an Early Help Assessment is needed.

Sanctions for Persistent Absence or Lateness

If parents fail to send their children to school regularly and that absence from school is unauthorised parents can be prosecuted or may be made liable to a penalty notice for failing to ensure their children attend regularly at a school where they are registered pupils.