



Policy for **ATTENDANCE**

Reviewed: January 2017



WICKERSLEY
PARTNERSHIP
TRUST.

This Policy has been developed in conjunction with DfE and LA Guidance.

Reference to parent/carer throughout this document also includes any person who has parental responsibility or who cares for them.

ATTENDANCE AND PUNCTUALITY POLICY

Aims and Principles of Good Attendance

- Aston Lodge Primary School is committed to maximising the achievement of all students.
- There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any Post-16 placement, whether at College, Careership or employment.
- Regular and punctual attendance is vital if students are to benefit fully from the academic, personal and social opportunities, which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging students to reach good attendance levels.
- A broad and balanced education is dependant on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.

Statement of Expectations

What the school expects of the students:

- To attend every day.
- To arrive on time, appropriately prepared for the day.
- To report to the school office and sign in should they arrive after the official registration time.
- To inform their class teacher or school office of any reason that will prevent them from attending school.

What the School Expects of Parents/carers

- To fulfil their responsibility by ensuring their children attend school every day and on time.
- To ensure that they contact the school every day that their child is unable to attend and that their child returns to school with an absence note or evidence of the illness.
- To ensure their child arrives on time and is well prepared for the school day [book bag, P.E. kit, completed homework etc.]
- To contact the class teacher, school office or Head of School in confidence whenever any problem occurs that may keep their child away from school.
- To inform the school office and seek authorisation for any forthcoming Leave of Absence requests or appointments and, where possible, arrange appointments outside of the school day.

- To ensure the continuity of their child's education by not taking holidays during term time.

What Parents and Students can Expect of the School

- A broad and balanced education that is dependant on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance
- Contact with parents when a student fails to attend school without providing good reason.
- Prompt action on any problems notified
- Close liaison with the Education Welfare Service (EWS) to assist and support parents and pupils where needed.
- The school office will record all attendance related incoming messages from parents.
- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent and contact cannot be made by telephone, a standard letter may be sent home.
- Regular post registration checks will be carried out.
- Where the school has repeatedly failed to contact the home or poor attendance persists, the school should discuss this with the Education Welfare Officer (EWO).
- School and year group attendance data will be collected, analysed and monitored. The school will respond to any areas of concern identified.

Rewards and Targets

- Incentives may be made available to promote and maintain good attendance levels.
- Attendance targets will be set.
- Certificates may be awarded to students with high attendance rates and significantly improved attendance.
- At the end of the year, certificates & 100% awards may be awarded to all those with 100% attendance.

Involvement of Parents/Carers

It is vitally important that parents are actively engaged in promoting good attendance.

- Information will be sent home via; School Reports, Schools own leaflets and letters which set out and reinforce the importance of regular school attendance.
- The school will react positively to any parental concerns. Parents will be encouraged to make contact with school to discuss any issues impacting on their children's attendance.

Reintegration in to School After Absence

- The school will endeavour to support pupils returning to school after a long period of absence.
- School staff and EWOs will liaise closely on this issue and employ appropriate reintegration strategies as required.
- Looked After Children (LAC) will be supported following significant disruption to their education by implementing a Personal Education Plan. Students could be referred to the Education Support Team for LAC for support with reintegration, where appropriate.

ATTENDANCE ROLES AND RESPONSIBILITIES

Senior Leadership Team

- The senior member of staff with responsibility for attendance is Mrs L Stones, Head of School.
- Develop, monitor and regularly review the Attendance and Punctuality Policy.
- Produce and distribute attendance information for parents/carers.
- Set and monitor targets for improving attendance within school.
- Evaluate targets through line management meetings.
- Support all staff in their work related to attendance.
- Collate attendance data for the DfES (Department for Education), Local Authority (LA) and Governors.
- Liaise with the LA over attendance targets and school strategy.

Heads of Year

Heads of Year are responsible for:

- Taking an overview of attendance data for their year group.
- Liaising with the Attendance Manager in identifying individual students with known punctuality/attendance problems and ensuring these students are monitored closely.
- Supporting the role of the Form Tutor in dealing with issues of punctuality and attendance.
- Liaising with the Attendance Manager in identifying those students whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the EWS and work to support these students and their families.
- Being aware of strategies being used with these students and their families, and ensuring support for these strategies within school.
- Liaising with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.
- Considering attendance as a key contributor to the incentive leagues that run within each year group.

All Staff

Are required to adhere and reinforce the school's attendance policy at all times. This will require any member of staff taking form period or lessons to:

- Complete registers promptly and accurately and return to the school office
- Ensure pupils submit reasons for absence from parents/carers, i.e. absence notes, to the school office.
- Ensure pupils arriving late to school have followed the school's late procedure.
- Monitor individuals, as well as whole class attendance in line with the school's procedures.
- Liaise regarding any queries surrounding absence with the Head of School and/or the school office.

Attendance Manager and Attendance Officer

The Attendance Officer is responsible for:

- All attendance issues for the school and implementing strategies to reduce absences from school.
- Telephoning parents on the first day of absence when pupils are absent without notification.
- Accurately inputting the reason for absence on to the school's SIMS system.
- Completing statistical returns for LA and the DfE.
- Meeting with the Head of School to discuss all attendance issues for each class.
- Working closely with the EWO in dealing with pupils with poor attendance
- Informing relevant agencies when there are significant barriers preventing pupils from attending school.
- Identifying individual pupils with trends and known punctuality/attendance problems and ensuring these pupils are monitored closely.
- Identify those pupils whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the EWS and work to support these pupils.
- Accurately signing in pupils who arrive late to school and informing parents of pupil's persistent lateness.
- Keep accurate records of pupils signing in and out of school for appointments or illness.
- Collate and analyse attendance data for Head of School, SLT, Local Authority and DfE
- Informing parents by letter where school have concerns regarding individual pupil's poor attendance.

The Governing Body

- Supports the school in its efforts to raise attendance.

To facilitate this role they will receive attendance information through the Headteacher's reports.

Parents, staff and pupils will be made aware of this Policy and reminded periodically of its contents.

Attendance Protocol:

- Pupils are registered in class groups at 8:45am.
- Afternoon registration takes place at 1:00pm.
- Attendance data is available each day and can be communicated through school via the school office.
- It is the responsibility of Aston Lodge Primary School's attendance officer to make first contact home when pupils are absent from school. This information will be logged.