



PARISH OF THE ASCENSION, HULME

Attendance Policy

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1. Introduction

The children of St Philip's C.E. Primary School are from a wide variety of culture, backgrounds and lifestyles. We believe that for pupils to maximise their potential, they must develop good habits of punctuality and attendance.

We believe that good levels of attendance are linked to high levels of attainment. We also know that if pupils are in school, they are safe.

We will achieve good attendance by working in partnership with parents / carers and pupils to promote good patterns of punctuality and attendance.

We will strive to deal effectively with poor levels of punctuality and attendance when these occur.

All members of staff have a collective responsibility for managing attendance and, as such, are required to consistently implement the school's Attendance Policy.

2. Effective attendance procedures

Teaching staff inevitably spend their time in class with their pupils and they are in a position to monitor any patterns of absence. For example, if a pupil is absent on swimming / PE days, or on Fridays.

We understand that unhappiness amongst children is often linked to sporadic and inevitably poor levels of attendance. This may be because of underlying problems. Staff should be sensitive to vulnerable children's needs and inform the Head of School or Attendance Officer at the earliest convenience.

3. Aims

- To create a welcoming and safe environment, where pupils are punctual and attend school regularly
- Raise the level of parental and teacher awareness of the importance of regular school attendance
- Develop effective strategies for managing punctuality and attendance
- Reduce persistent absence (less than 90%)

4. Addressing attendance issues

We will monitor the attendance of ALL pupils.

However, our focus will be on:

- Attendance that is below 90%
- Attendance that is below 96%

Pupils who are persistently absent, below 90%, must be referred to the Head of School / Attendance Officer who will work with the family to improve attendance.

Examples of procedures include:

- Regular phone calls and meetings with parents/carers
- Regular parent meetings with the Attendance Officer / Head of School to address the low levels of attendance
- Discussion around the offer to refer to Early Help
- Warning letter in accordance with the Local Authority (LA) procedures
- If there is no progress, the Head of School will refer the family to the LA for fixed penalty notices, again, in accordance with LA procedures.

5. Responsibilities

The Head of School is responsible for:

- Offering a consistent approach to attendance procedures and to liaise with other agencies as appropriate
- Informing Governors about the strategies used to maintain and improve attendance
- Having systems in place offering rewards for regular attendance which include half termly non-uniform days for 99% attendance. Rewarding attendance at this level enables the school to recognise children who have only day of absence throughout the academic year, or better.
- Liaising with other agencies (school nurse, Attendance team at the LA) to reduce levels of persistent absence

- Supporting families where children have, for example, an ongoing medical condition or have been / are hospitalised

The school is responsible for:

- The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning sessions and once during the afternoon session.
- Creating an ethos that pupils want to be part of
- Meeting the legal requirements set out by Government
- Giving a high priority to punctuality and attendance
- Developing procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- Consistently record authorised and unauthorised absences within the guidance of the 1995 Education Act
- Developing a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- Encouraging open communication channels between home and school

Class teachers are responsible for:

- Encouraging pupils to achieve high levels of punctuality and attendance
- Providing a positive atmosphere where pupils can enjoy their time at school
- Ensuring that the register is accurate and marked in accordance with guidance
- Informing the Head of School / Attendance Officer of attendance or punctuality concerns
- Discouraging persistent absence

Parents are responsible for:

- Following the established system for informing the school of absences
- Informing the school of any difficulty or concern about attendance
- Improving children's attendance by only keeping their child away from school for genuine authorised reasons
- Offering a reason for any period of absence
- Ensuring that their child arrives on time
- Working closely with the school to resolve any problems that may impede a child's attendance
- Taking family holidays during school holidays periods, being aware that requests for holidays during term time are discouraged, and that any family holidays taken during term time will be recorded as an unauthorised absence

Pupil's are responsible for:

- Playing a positive role in the life of the school
- Making the most of the educational opportunities available
- Demonstrating respect for themselves and for others

- Encouraging friendship and a sense of belonging
- Being aware of the importance of punctuality and regular attendance
- Being involved in the process of monitoring and improving their own attendance and punctuality

6. Recording procedures

The class teacher will take the register at 9.00am. The register is closed at 9.30am. Any pupil arriving after 9.00am should enter the school through the main gate. After 9:30am pupils will be given a 'U' mark which records attendance in school in accordance with fire regulations, this is an unauthorised mark which affects their attendance.

Late pupils will be recorded on the system with a reason for lateness.

For attendance codes see Appendix 1.

7. Requests for leave of absence

If a parent / carer wishes to request a period of leave, they are required to fill in a form and present this to the Head of School. Leave of absence will not be offered to pupils for family holidays.

The LA states that Head teachers are not permitted to authorise absence unless in exceptional circumstances.

Should our practising families of faiths other than Christianity wish to celebrate a religious day, we are happy to agree one day as authorised absence on the grounds of religious observance.

8. Official register

Towards the end of the summer term, attendance figures will be included with the child's annual progress report.

Attendance figures are reported termly to the governors in the Executive Headteacher's report.

Parents are legally entitled to see information about annual school attendance. This will be made available upon request.

9. Rewards

We will employ a range of strategies to encourage punctuality and high levels of attendance. Each week the class(es) with the highest attendance will be announced in Monday's assembly and recorded on the Attendance Chart. The Attendance trophy will be awarded to the highest attending class along with additional play time.

There will be a half termly non-uniform day for children who have 99% attendance or above. A letter will be sent home congratulating parents on their child's excellent attendance each half term.

Children who achieve 100% for the whole school year will receive further recognition.

APPENDIX 1

Attendance codes

/	Present AM
\	Present PM
B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (Not agreed or days in excess)
H	Family holiday
I	Illness (not med/dental appointments)
J	Interview
L	Late (before register closes)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after register closed)
V	Educational visit or trip
W	Work experience
#	School closed to staff and pupils
Y	Enforced closure
X	Non-compulsory school absence
Z	Pupil not on role

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