"Working together to fulfil potential"

ATTENDANCE POLICY

Policy Number	**12**
Target Audience	**Staff/Parents**
Approving Committee	**H&S**
Last Review Date	**Sept 2022**
Next Review Date	**Sept 2024**
Policy Author	**CM/JR**

Rationale

James Brindley Community Primary School believes that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

Regular and prompt attendance allows every child access to the education to which they are entitled by law.

James Brindley will endeavour to work alongside parents, local community and the Education Welfare Service to ensure regular attendance.

Targets

James Brindley aims to maintain high attendance and sets targets annually to reflect this (2021.22: 97%). We will encourage high levels of attendance and punctuality by promoting the following strategies:

- Maintain a high profile for attendance and punctuality
- Keep accurate records
- Providing clear guidelines for staff on the registration process and the accurate and full use of register codes
- Attendance related matters will be addressed in the induction programme for new staff
- Informing parents of their legal responsibilities regarding attendance and punctuality
- Ensuring that clear information is regularly communicated to parents/carers through newsletters and the school website
- Raise awareness of attendance issues at parents' evenings and new intake meetings
- Promote effective and consistent communication between home and school
- Actively discouraging Parents from taking holidays in term time
- Unauthorised absences and absences without notes from parents will be dealt with promptly
- Maintaining clear procedures for recording lateness
- Promoting an effective partnership with the Education Welfare Service
- Applying the Whole School Attendance Policy consistently
- Report to the Governing Body on attendance figures.

Rights /Roles/Responsibilities

Of Pupil:

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Of the Parent:

Parents must ensure that their children are educated. For most parents this means registering their child at school. Parents can be prosecuted and, or fined, if they fail to ensure that their child attends school regularly.

The Education Welfare Service can help parents meet the statutory obligations on school attendance.

Parents have a statutory right to certain involvement in their child's education.

Of the Local Authority:

According to the education Act of 1996 the Local Education Authority has to offer educational provision for all school age children through its school's and the Education Welfare Service.

James Brindley Community Primary School must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils who fail to attend regularly or accrue unauthorised absences of 10 sessions or more (where 1 session = a morning or an afternoon).

The Education Welfare Service has the role of assisting the Local Authority to meet the statutory obligations on school attendance.

Procedures:

- Registration is the responsibility of the class teacher via SIMS
- Pupils must be present at 8.45am and 12.45pm (early years), 1.05pm (KS1), 1.05 (LKS2) and 1.20pm (UKS2) to receive their attendance mark
- Julie Renshaw monitors all attendance input at the start of each session
- Pupils who are consistently late will be monitored and parents advised prior to a referral
- Pupils are recorded late if arriving after than 8.55am
- Registers close at 9.15am; Pupils arriving after this time are recorded as 'unauthorised absence'
- Unexplained absence, after 9.15am, text to parents will be sent. If no response by 10am this will result in a phone call to parents.
- Problems relating to a pupil's attendance will be addressed by school notifying parents in the first instance and thereafter the Local Education Authority Education Welfare Service
- Reinforcing the fact that good attendance and punctuality are vital to the progress of a pupil at school. If a pupil is not in school, then he/she cannot learn
- Promoting a multi-disciplinary approach and working very closely with a number of support services
- Following the school re-integration procedure by a letter of explanation from the parent
- Communicating the attendance policy consistently by newsletter, at new intake induction and in person to those parents who accompany late arrivals

Attendance and Punctuality

James Brindley Community Primary School values good attendance and punctuality because it supports good learning and positive attitudes.

The Headteacher decides if absence is authorised/unauthorised and sanctions any holiday requests during term time in accordance with The Education Act 1996, only considering leave when requested following school procedure.

Procedures for Notifying Concerns – Office staff to inform Headteacher of irregularities and if necessary contact the Education Welfare Officer.

Opportunities for informal contact and building good relationships with families - include, telephone contact, reminder letter sent from the office.

Point of referral to Education Welfare Officer is triggered by:
- Extensive absences
- Unexplained absence
- Behaviour patterns of absence
- Sibling absence
- Inappropriate explanation of absence

Monitoring and Evaluation

James Brindley CPS will evaluate the effectiveness of its strategies with the Education Welfare Officer and by monitoring attendance data, scrutiny of the class registers by the School Business Manager and Office Administrator. All class teachers to check daily. SIMS Reports of pupils whose attendance is below 95% to be retrieved by the office staff every half term and reported to the Education Welfare Service.

It will be resourced by SIMS.net.

It will be fed back by:
- Reports generated through SIMS.net
- Headteacher to be notified
- Appropriate response is activated.

Reviewed September 2022