

# Attendance Policy

## **Rationale**

At Abbey we believe that excellent attendance is essential if our children are to take full advantage of school and gain the educational and social skills which prepare them for adult life. We aim to work together with parents in order to ensure the achievement of high levels of attendance and punctuality for all our children.

“The links between attendance and achievement are strong, and high levels of attendance at school should be a right of each pupil.”

*Improving attendance in school, DfE 2012*

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **Purpose**

- ❖ Promote good attendance as the norm and constantly seek to improve attendance across the school.
- ❖ Demonstrate our high expectations relating to attendance.
- ❖ Enable good attendance to be recognised, valued and celebrated across the school.
- ❖ Ensure attendance is monitored consistently and issues are addressed promptly.
- ❖ Seek to identify underlying reasons for absence.
- ❖ Provide information about attendance and punctuality of all children in order to inform parents and staff.
- ❖ Fulfill statutory requirements.

## **Guidelines**

- ❖ All children will be aware of the importance of regular attendance and punctuality through class discussions and whole school assemblies.
- ❖ All parents will be informed of expectations relating to our attendance policy.
- ❖ Excellent attendance and improved attendance will be recognised and valued.
- ❖ Reluctant attendees will be encouraged through praise and reward.
- ❖ Patterns of attendance will be monitored across the school.
- ❖ Parents will be informed if the school has concerns regarding their child's attendance.
- ❖ Regular contact will be made with our Borough School Attendance Officer (BSAO).
- ❖ All members of the school community will be encouraged to work in partnership to promote good attendance.

## **All teachers will:**

- ❖ Encourage all children to attend school by providing high quality teaching together with interesting and engaging lessons.
- ❖ Encourage good attendance through encouraging children to want to be the best attending class in the school i.e. receive the weekly trophy for best attending class.
- ❖ Take an attendance register twice a day: by 8:40 and 1:20.
- ❖ Ensure all children are rewarded for good attendance.

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- ❖ Monitor their children's attendance, celebrating good attendance and liaising with parents if concerned about poor attendance and punctuality.
- ❖ Know their children's absence rates from the previous school year so that they can build on improvements and target specific children.
- ❖ Inform the Attendance Coordinator of any continued concerns relating to poor attendance and punctuality.
- ❖ Be responsible for setting work for long –term absentees and those on fixed term exclusion.
- ❖ Provide appropriate support to enable children with long –term absence to make a positive return to school.
- ❖ Inform parents of their child's attendance at pupil reviews and on the written report sent home at the end of the year.

## **All parents will:**

- ❖ Meet their legal obligation by ensuring their child attends school regularly and on time and in a fit condition to learn.
- ❖ Be aware that poor attendance could be deemed a safeguarding concern.
- ❖ Contact the school before 8:30am on the first day of their child's absence.
- ❖ Inform school of any difficulties in relation to their child's attendance or punctuality.
- ❖ Make medical and dental appointments outside of school hours. If school – time appointments are made, evidence must be provided.
- ❖ Give advance notice of absence for religious observance or Year 7 interviews.
- ❖ Be kept informed of their child's attendance at Pupil Reviews.
- ❖ Inform their child's teacher of any issue or problem which may hinder their child's regular attendance at school.
- ❖ **Avoid booking family holidays during term time. If this is absolutely unavoidable parents should complete a request for holiday absence form from the office at least three weeks in advance of the period for which leave is to be requested. All holiday taken in term time will be unauthorised unless exceptional circumstances leave no options. Parents will receive a penalty notice if they take more than 4 days holiday in any one academic year.**

## **All children will:**

- ❖ Attend school regularly.
- ❖ Arrive on time and be prepared for the school day.
- ❖ Inform a member of staff of any problems that may hinder their attendance at school.

## **The school office will:**

- ❖ Maintain accurate and up-to-date attendance registers.
- ❖ Ensure registers will close at 9:15 and 1:40. Any child arriving after the closing of registers will be recorded as 'U' which is an unauthorised absence.
- ❖ Contact parents if the school has not received a reason for any absence.
- ❖ Notify the Attendance Coordinator of any outstanding unauthorised absences.
- ❖ Notify the Attendance Coordinator of any child who has been absent for 10 days or more.
- ❖ Keep a record of children who arrive late or who leave the school site early, in case of an emergency.

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## **The Inclusion Manager will:**

- ❖ Ensure children with SEN are identified and given appropriate support.
- ❖ Ensure attendance is a target for children with SEN if it is an area for improvement.

## **The Headteacher will:**

- ❖ Consider regular non-attendance as a safeguarding matter.
- ❖ Complete requests for holiday absence, taking individual exceptional circumstances into account.

## **The Attendance Coordinator will:**

- ❖ Collect and analyse attendance levels for individuals, registration groups, year groups and the whole school and address poor attendance at each of these levels.
- ❖ Collect and analyse attendance levels of other groups of learners, such as boys and girls, disadvantaged, most able and SEN and take action to address significant differences.
- ❖ Collect and analyse the numbers and proportion of persistent absentees (those children with an absence rate of more than 10%) and implement strategies to effect improvement.
- ❖ Seek to address patterns of non-attendance, for example at particular times of year or days in the week.
- ❖ Monitor attendance levels in non- statutory aged children in Nursery and Reception to identify potential poor attendees.
- ❖ Ensure parents and pupils are consulted regularly about how to effect improvements in attendance, through questionnaires.
- ❖ Provide welfare support to children and their families and through assessment of their needs, help in engaging a multi-agency response to addressing those needs where required.
- ❖ Refer any child with 20 or more unauthorised absences to the BSAO, requesting that a Penalty Notice be considered.
- ❖ Refer any child with 9 or more unauthorised absences due to holiday, to the local authority, requesting that a Penalty Notice be issued.
- ❖ Report current attendance facts and issues to governors through the Curriculum Sub committee.
- ❖ Meet regularly with the Borough School Attendance Officer to identify and support those children whose attendance or punctuality is a source of concern.
- ❖ Consult with the School Health Service if the authenticity of an illness is in doubt.
- ❖ Promote and reward good attendance through displays and a variety of incentives.

To be reviewed September 2018