



Attendance Policy

for

**Canon Popham Church of England (VA)
Primary & Nursery School**

**Working Together
We Learn and Grow**

PERSON RESPONSIBLE FOR POLICY:	Mrs A. Navas
APPROVED:	DATE: 14 July 2017
SIGNED: <i>A. Navas</i>	ROLE: Headteacher
TO BE REVIEWED	July 2018

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Vision Statement

Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.

A place where:

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

Everyone Matters!

Introduction

- This policy was developed through a process of consultation with the relevant professionals.
- It was originally approved by the Governing Body in September 2015
- It will be reviewed annually

Attendance Policy Statement

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parents/carers, the local community and the Attendance and Pupil Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims

- To improve the quality of school life
- To create a culture where good attendance is 'normality'
- To demonstrate to pupils, parents/carers and staff that the school values good attendance and to recognise that this is an achievement
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive

Objectives

- To involve the children/ young people more in their school attendance.
- To improve communication with parents/carers about regular school attendance
- All school staff to take responsibility for pupils regular attendance
- To recognise the important role of class teachers, LSA's and learning mentors in promoting good attendance
- Effective working relationships with Attendance and Welfare Service and the reporting of attendance figures to the service

Targets

- To have an effective means of collecting and monitoring attendance information
- To discuss the setting of targets for the whole school with the Education Welfare Officer (EWO) and school improvement partner
- To ensure that data is used effectively by managers and staff in conjunction with the EWO
- To target resources effectively and in a timely manner
- To keep parents and carers informed and involved in ensuring their children's regular attendance
- To ensure that the school is aware of government targets

Consultation Process

1. School Staff
School staff will consider the policy and discuss it at a staff meeting. Any changes that would further support the aims of the policy should be made.
2. The Governing Body
The Governing Body will be represented by the Safeguarding group, who will be responsible for the monitoring and implementation of the Attendance Policy. This group will consider the policy and make any amendments that would support the aims of the policy, before it is presented for final approval at full board level.
3. Parents/Carers
Parents/Carers will be advised of the policy on attendance:
 - When their children first start at our school
 - Through newsletters
 - At parents evenings
 - In the school prospectus
 - On the school website
4. The pupils will be advised of our policy on attendance
 - In assemblies
 - In the classroom, during appropriate curriculum discussion e.g. circle time/ PSHCE

Procedure

- Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence
- Authorised- where the school approves the pupil's absence
- Unauthorised – where the school will not approve absence
- It is expected that parents/carers will provide an explanation if the child is absent on the first day that absence occurs. This can be by letter, telephone or calling at the office personally
- If a parent/carer fails to report absence on the first day the school will contact the home by telephone on the initial day, following this with a letter if the absence is unexplained after 3 days.
- The head teacher will regularly remind parents about the importance of attendance and punctuality being good.
- Children with 100% attendance will be rewarded termly with a special certificate presentation (bronze, silver or gold) in assembly. 100% attendance for the full year will have an additional reward of a Golden certificate and recognition in a special assembly.

Identification and Referral

- Identification can be made by the class teacher or by the school secretary who monitors attendance on a daily basis
- Concerns are reported to the head teacher who is responsible for contacting parents. This may be done by telephone call initially and then with follow up letter.
- Following this letter the attendance will be monitored for 4 weeks
- If there is no improvement a further letter will be sent to parents who will be invited to a meeting
- If it is felt necessary the school may inform the Attendance and Pupil Welfare service at this point.
- At the meeting there should be reinforcement of the parents/carers duty to ensure full school attendance. Discussion as to barriers to attendance and potential solutions to this should be identified and any support put into place.
- If attendance improves it should continue to be monitored
- If attendance has not improved referral to the EWO and a final warning letter should be given
- The referral to the EWO at Attendance and Pupil Welfare Service will consist of the referral form, copies of all correspondence to parents/carers and a printout of the pupil's attendance certificate.

Completing the Register

- This should be done twice daily.
- A manual print shall be completed in class, and the information shall be input into the official register, which is held electronically, by the office staff.
- Registers are a legal document and may be used in a court of law, should there be a prosecution for non-attendance. Therefore incomplete or inaccurate registers are unacceptable.
- The Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998 as the school uses electronic copies of the class register.
- The register must be marked using the appropriate symbols referred to in the Education (Pupil Registration) (England) Regulation 2006 and associated guidance.

Lateness

- Pupils who are consistently late disrupt the education of others as well as themselves.
- School begins at 8:45 and all pupils are expected to be in school at this time.
- After this point, pupils must be brought into school via the main office where they will be marked as being late.
- If the pupil arrives between:
 - 8:45am and 8:50am, they will be marked as "Late (before Registers closed)"
 - 8:50am and 9:00am, they will be marked as "Late (after Registers closed)"
 - After 9:00am, they will be marked as "Unauthorised Absence" and therefore will not receive an attendance mark for this session.
- Please note that this procedure will not apply in the case of scheduled medical appointments of which school have been advised in advance. In the event that a same day medical appointment has been arranged, parents/carers should leave a message on the school absence notification mailbox.
- Where persistent lateness give a cause for concern further action will be taken.

Family Holidays During Term Time

From September 2013, new legislation means that NO holidays are allowed in term time unless there are exceptional circumstances. Please refer to our separate policy for holidays in term time. This is a Pyramid wide policy, developed across all the schools in the Hungerhill Pyramid and has been revisited in September 2015.

Where a holiday in term time takes attendance below 95% then consideration will be given by the head teacher to using a Fixed Penalty Notice.

What Can Parents/Carers Do To Help?

- Let school know straight away when your child is absent – there is an absence mailbox on the school telephone number where a message can be left.
- Send a note to confirm the reason for their absence when your child returns to school
- Try to make appointments for the doctors/dentist/optician outside of school times
- Do not allow your child to have time off school unless this is really necessary

If you are worried about your child's attendance talk to the Headteacher and staff at school. The school will do our best to resolve any issues with you.

The school aims to have all children attending school regularly and on time. Should this not be the case then the matter will be referred to the Attendance and Pupil Welfare Service.

Doncaster schools are operating a prosecution system in co-operation with the Attendance and Pupil Welfare Service.

Doncaster Council in conjunction with schools is operating Fixed Penalty notices for non-attendance.