

BARNES GREEN PRIMARY SCHOOL

Attendance Policy

OUR SCHOOL VISION

We will help our pupils
We will
We will allow them to
We will help them

Learn
Inspire them,
Flourish and
Excel

These are the building blocks for a successful **LIFE**.

We are a child-centred school. Every decision we make is in the child's interest.

We encourage pupils to become confident learners.

We are all members of a Learning Family and we speak and listen to each other honestly.

We listen especially carefully to our pupils.

We recognise the value of individuality.

We make sure every child can achieve excellence.

We celebrate everyone's success and learn from our mistakes.

Ours is a safe, caring and happy school.

2014

Issue no
2

Date
30.01.17

Responsible Governors
Full Governing Body

Review in
Spring Term 2018

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Attendance Policy

Rationale

Regular attendance at school is a pre-requisite of a good education. The curriculum is carefully planned assuming full attendance. Any child who does not attend school is placed at a disadvantage and their life chances are therefore impaired. The school recognises that it is the parents'/carers' legal responsibility to ensure that their child attends school and teachers will play their part in ensuring maximum attendance of children at school. As a school we are committed to the idea that education is a life-long activity and thus the ethos of the school is that pupils should be happy to attend school.

Aims

- 1 To enable maximum pupil attendance through valuing high attendance rates.
- 2 To encourage pupils to develop habits/routines that will ensure good punctuality and attendance beyond their school days.
- 3 To encourage pupils to take good advantage of their educational opportunities by attending regularly.
- 4 To recognise the external factors which influence pupil attendance and work in partnership with parents/carers and the Educational Welfare Service (EWO)/other agencies to address any difficulties.
- 5 To provide an effective and efficient system for the monitoring of attendance.
- 6 To identify patterns of non-attendance at an early stage and work to resolve any personal/social/academic difficulties.

Practice

1 Class teachers send registers to the school office within **half an hour** of the beginning of morning and afternoon sessions. Office staff then make contact with parents on the **first day** of any unexplained absence.

2 At the *Meet the Teacher* meeting held in the first half of the autumn term all parents are informed about the importance of attendance and the impact on a child's learning if a child does not attend on a regular basis.

3 Class teachers are expected to keep accurate records of attendance, and office staff follow up absences and refer concerns to the Headteacher. **All absences will be reported to the Headteacher, who will decide whether or not to authorise the absence.**

4 The Headteacher regularly analyses attendance across the school (at least half termly) and follows a clear procedure when attendance drops:

A standard letter is sent to parents when attendance falls below 94%, regardless of reason for absence. Where there is specific reason (hospital visit, bereavement) discretion may be used in not sending a letter but contact should be made via a telephone call to ensure parents are aware and to establish any support strategies that can be agreed.

A standard letter is sent to parents when the number of 'lates' to school reaches 10.

If attendance falls below 90% a second letter is sent to families requesting they contact the school to discuss their child's attendance.

Where letters have been sent, and an improvement in the child's attendance is not evident, the Headteacher will discuss the matter with the Education Welfare Service (EWS -01403 229023). If the case meets the EWS threshold (minimum of 25 unauthorised absences), then a referral to the EWS is made and an Education Welfare Officer is allocated.

5 No requests for 'withdrawal from learning' for holidays, trips, visits, and other reasons except illness, will be authorised.

6 The school secretary will use the school's SIMs system to monitor unauthorised absence, patterns of absence, lateness and absence of siblings. The school secretary will manage the

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system to ensure records are up to date, correct codes are entered and first day contact made.

7 If a child is absent without authorisation for 10 days without explanation, the EWS must be informed immediately. This will be via the helpline in the first instance. If the absence is an unauthorised holiday, the EWS may be informed at the next meeting. The school will record the absence as unauthorised and monitor the attendance of that child closely. If the child's attendance is poor, the school will consider a referral to the EWS.

8 The Education and Inspection Act 2006 places a statutory duty on the local authority to establish the identities of children missing education.

If a child fails to start at school, enquiries should be made with Admissions to establish whether the child will be starting. The Admissions Assistant should also attempt to contact the family. The Educational Welfare Officer should be informed by the Attendance Leader. If a Common Transfer File (CTF) has been received by the school it should be uploaded to the S2S website.

When a family disappears, or a child ceases to attend, for ten school days, without explanation, every effort will be made to trace the child by the school. Where the child's attendance is low, the absence unexplained or unusual, or the child is deemed to be 'at risk', immediate contact should be made with the EWO.

Any unexplained, continuous absence of any child who is subject to a Child Protection Plan must automatically be treated as the highest priority and the duty team of social and caring services contacted immediately.

9 Children can only be taken off roll when contact has been made by the receiving school and the CTF file transferred. All other reasons (disappearance, moving abroad/returning to home country) will necessitate contact and advice from the EWO.

10 The school will encourage good attendance by:

- Informing parents of their child's attendance at parents' evenings. Class lists will be generated and given to teachers.
- Letters will be sent to parents annually, to inform them of their child's annual record of attendance.
- Annual prizes will be given to children who have 100% attendance for the year. No discretion may be used: any absence, authorised or unauthorised, will mean the prize is not awarded.

Equal Opportunities:

The school is committed to providing equal opportunities for all in all aspects of school, regardless of race, faith, gender or capability. We promote self and mutual respect and a caring non-judgmental attitude throughout the school.

Review Framework:

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance).

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