

## **Attendance Policy (Taken from the School Website Apr 18)**

**St Ebbe's (C.E. Aided) Primary School recognises that** most pupils attend school regularly to learn and prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and prosperity of the community. There is a clear link between pupils' achievement and their level of attendance. We want all pupils to achieve the best they can and for this they need to be in school regularly. Late arrival disrupts the education not only of the pupil who is late but also of others in the class.

**A. It is the legal responsibility of parents/carers to ensure their children attend the school where they are on roll. St Ebbe's (C.E. Aided) Primary School expects a 95% rate for all pupils.**

**1. All pupils will:**

2. Arrive on time, appropriately prepared for the day and registration.
3. Attend school regularly and for the whole school day.
4. Inform a member of staff of any problem or reason that affects their attendance at school.

**B. All our pupils' parents / carers will:**

1. Ensure their children attend school every day unless they are too ill to attend or there is an acceptable reason for absence.
2. Ensure their children arrive on time, prepared and equipped for the day.
3. Notify the school in person or by phone (our receptionist starts work at 8.30 a.m. – please do not leave a message on the answerphone) by 9.30 a.m. if their child is going to be absent.

**C. Registration:**

The register provides the daily record of attendance of all pupils. It contributes to a pupil's end of term reports, record of achievement and references. It is a legal document that may be required in a court of law as evidence, for example in prosecutions for non-attendance.

**D. Absence:**

Communication between home and school is vital in helping to keep children safe.

1. If no information regarding the absence of a child has been received directly from the parent or carer by 10 am, the office will telephone the parent/carer to check the reason for absence.
2. If there is no initial reason given for the absence or letter of explanation on the child's return, this will be recorded as unauthorised absence.

**E. Authorised absence:**

1. Absence will be authorised if the school has notification from the parents that the child is ill. This should usually take the form of an initial notification from a parent or carer at the

beginning of the period of absence, including when the child is expected to be well enough to return. If the child does not return on this date, the parent/carer should call school again with an update.

2. If the child has a medical appointment with the doctor or dentist that cannot be made outside school hours, this will be considered as an authorised absence. Regular absences for medical reasons as a concern with parents, in which case evidence of appointments may be requested. Parents/carers must request the period of absence or inform the school in advance.
3. In agreement with faith leaders working with the Attendance and Engagement Officers, one day's absence will be authorised to celebrate religious festivals.
4. If there are exceptional circumstances, parents may apply to the Head for leave of absence using the official form (this is available from the office). If the Head approves the application for leave of absence then this will be an authorised absence. Parents should not proceed with arrangements e.g. purchase of airline tickets until the absence is authorised.
5. If the Head does not approve an application for leave of absence, we expect families to change their plans in the children's best interests, and not take their children out of school during term time.
6. If a child's attendance falls below 85%, parent/carers will be asked to attend a meeting with the Head/Home School Link Worker and a Parental Contract will be used to set achievable targets. The meeting will be used to offer support and set a target for 90%+ attendance over an achievable period of time. The Parental Contract will be reviewed at the end of this period and extended if needed. Any outside agencies involved with the family will be invited to attend this meeting.

If the Parental Contract is not met and attendance continues to fall parent/carers will be asked to attend a further meeting and the next step will be to refer the family to the Early Intervention Hub or MASH (Multi-Agency Safeguarding Hub), as deemed appropriate by the Head/HSLW/Safeguarding Lead. At this point the Safeguarding Lead will become involved with concerns of wilful neglect as every child has a legal right to an education.

#### **F. Unauthorised absence:**

Absences will not be authorised if the following occur:

1. Unexplained absence;
2. A trip or holiday;
3. Any leave of absence that has not been approved by the Head.

### **G. Persistent lateness:**

All children need to be in class for registration at 8.55 am. If a child is repeatedly late (more than six times in a calendar month), the school will initially contact the parents expressing concerns about late arrival and offering support if required. If the child's punctuality does not improve, a Parental Contract will be used to set achievable targets.

### **H. Response to non-attendance:**

1. If a child is absent, and contact is not received from the parents, the parents will be contacted on the first day of absence by telephone. If no contact can be made, either through work or mobile numbers, the school will use the contacts' list provided by parents.
2. The child's absence will be marked as unauthorised if no explanation is received from parents or carers.
3. If a child's attendance falls below 90%, the Home School Link Worker (HSLW) will investigate the reason for absence. If there is a cause for concern the HSLW will contact parents/carers by phone to share the concern about levels of attendance, and to offer support from the HSLW. Attendance will be closely monitored by the HSLW.
4. If a child's attendance falls below 85%, parents/carers will sent a copy of their child's attendance and a letter inviting them to attend a meeting with the Home School Link Worker. At this meeting a Parental Contract will be used to set achievable targets and offer support. The Parental Contract will be reviewed at the end of this period and extended if needed. Any outside agencies involved with the family will be invited to attend this meeting.
5. If the Parental Contract is not met and attendance continues to fall parent/carers will be asked to attend a further meeting and the next step will be to refer the family to the Early Intervention Hub or MASH (Multi-Agency Safeguarding Hub), as deemed appropriate by the Head/HSLW/Safeguarding Lead. At this point the Safeguarding Lead will become involved with concerns of wilful neglect as every child has a legal right to an education.

### **i. Monitoring:**

1. Attendance data will be checked at the end of each half term by the HSLW to identify any issues.
2. Attendance will be discussed termly at staff meetings where staff have the opportunity to express any concerns.

3. Reasons for regular attendance and arriving on time and well prepared for school will be raised in assemblies and PHSCE sessions.

Parents will receive reports on their child's level of attendance in their school report in July.

**j. Strategies to Improve Attendance:**

1. Lou, the Attendance Bear is awarded weekly to the class with best attendance in EYFS or KS1.
2. Geoff, the Attendance Bear plus 10 marbles (or equivalent) in the marble jar are awarded weekly to the KS2 class with best attendance in KS2
3. 3Xs annually the HSLW sends an Attendance bulletin to all parents.
4. The HSLW will send all parents of children with <85% attendance a termly attendance report (even when there is legitimate reason).

Our annual report 2016-2017 on Attendance can be read on our website 'Parents Information' page.