

## **Child Attendance Policy**

Amotherby Community Primary School aims to work together with parents, carers and pupils in order to ensure the achievement of high levels of attendance and punctuality.

Amotherby Community Primary School aims to encourage maximum levels of attendance and punctuality with the intention of enabling all pupils to take full advantage of the educational opportunities available to them. Problems affecting attendance will be dealt with as quickly as possible.

### **Aims of Attendance Policy**

To work in partnership with parents/carers, pupils and teachers to:

- support pupils and/or all parents to address situations that may impact on attendance and the support they require both from school and external agencies to ensure that the best possible levels of attendance can be achieved.
- ensure that all pupils have the opportunity to attend school feeling safe and secure.
- remove the barrier to poor attendance and the resulting impact on the pupils life chances.
- ensure that all statutory guidance for attendance is in place and is clearly understood by the appropriate stakeholders.
- ensure that attendance is a high priority for all stakeholders and that in promoting high levels of attendance the connection between excellent attendance and high achievement is embedded in all practice

## 1. Expectations

School	Parents/carers	Pupils
Regular, efficient and accurate recording of attendance	Ensure their son/daughter attend school regularly and punctually	To attend school regularly and punctually
First day contact with parents when a pupil is absent from school	Ensure they contact the school on the first morning of absence to inform school of reason for absence	To be well prepared for the school day
Identify pupils where attendance is a barrier to learning and intervene early to reduce absence	Ensure pupils arrive well prepared for the school day.	To inform a member of staff of any problem or reason that may prevent them from attending school.
Identify cohorts of pupils vulnerable to high levels of absence and provided targeted support	Work in partnership with school to address current or possible attendance issues.	To remain in school at all times unless permission has been agreed by school to leave the premises
Celebrate good attendance (via school report)	Communicating with son/daughter the value of education in future life chances	To recognise that their achievement depends on very good attendance

## Practice and Procedures

Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures –monitoring and evaluation
<p><b>Recording attendance</b></p> <p>1. Class teacher will take a register twice each day. The Registers to close at <b>9.10 am</b> and <b>1.15 pm</b>. Pupils arriving after these times will be classed as late. Pupils arriving after 9.10 am and 1.15pm without a valid reason will be classed as an unauthorised absence for that session of the day.</p> <p>2. The Class Teacher will enter Attendance Codes as information is received from a parent/carer. The Admin Team will inform the class teacher of messages received by them with respect to pupil absences and will enter the correct attendance codes. Any confidential information will be passed to the Class teacher and where necessary the Senior Leadership Team.</p> <p>3. The Admin Team will contact home if no absence note or message has been received on the first morning of absence and inform the Headteacher.</p>	<p>Accurate recording of the register for am and pm sessions.</p> <p>Headteacher will monitor the number of unauthorized absences in each Class.</p> <p>The HT will write to parents about the absence request an explanation.</p>	<p>Admin team ensure registers are filled in correctly.</p> <p>Admin Team monitor the use of attendance codes and informs HT /Class Teachers if codes are not being applied correctly.</p> <p>Headteacher monitors a sample of pupil attendance records. HT will inform Ed Social Worker where absence is a concern.</p>

4. The Admin team will enter attendance codes into SIMS (School Information and Management System) attendance at morning and afternoon registration. All records relating to pupil absence will be kept securely through SIMs and paper copies will be kept in a locked cupboard in the Admin office.

<b>Procedures and Practice</b>	<b>Individual school systems – evidence of procedures</b>	<b>Intended impact of procedures –monitoring and evaluation</b>
<p><b>Reintegration</b></p> <ol style="list-style-type: none"> <li>1. A re-integration plan will be drawn up by the Headteacher and Class teacher following a pupil's return to school after an extended period of absence. Pupils/ Parents/Carers will be consulted about the process of their reintegration.</li> <li>2. Programmes for reintegration will be tailored to meet the individual needs of the pupil. In some cases this may involve phased part time attendance with appropriate support.</li> <li>3. Each Re-integration Plan will be evaluated by HT and Class teacher after 3 weeks.</li> <li>4. Staff will be informed of pupils returning to school after periods of prolonged absence and the strategies being used to support reintegration.</li> <li>5. Staff to support all pupils after a period of absence to catch up with work missed to reduce impact of absence.</li> </ol>	<p>Written re-integration plans and evaluations.</p>	<p>Headteacher monitors re-integration plans and implementation.</p>

<p><b>Other Agencies</b></p> <p>1. Absence at or below 85% and deteriorating will trigger referred to the Educational Social Worker.</p>		<p>Headteacher to meet with ESW to monitor progress with case load.</p>
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## 5. Roles and responsibilities

<p><b><u>Headteacher will</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure Procedures are followed by all staff.</li> <li>2. The Policy is maintained and updated regularly.</li> <li>3. Inform Governors of Attendance Absence via Headteacher's report termly.</li> <li>4. Refer any concerns about a Pupil's absence to the ESW.</li> </ol> <p><b><u>Class teacher will</u></b></p> <ol style="list-style-type: none"> <li>1. Take a class register twice a day , the start of morning and afternoon sessions.</li> <li>2. Send a message to the school office if a pupil is unexpectedly absent.</li> <li>3. Support pupils after a period of absence to catch up with work missed to reduce impact of absence.</li> </ol>
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**Governors will**

1. Receive termly reports on Attendance via the Headteacher's report
2. Monitor the role of Leadership in implementing the Attendance policy.

**Leave of absence requests**

Requests for leave during term time (e.g. holiday requests). This statement should refer to The DfE attendance guidance published August'13. This guidance clearly states that leave of absence can only be authorised in "exceptional" circumstances. The Governing Body support the Headteacher in the decision for granting leave in exceptional circumstances and is aware of the working patterns of the families at Amotherby CP School.

**Policy review**

The policy should be revisited yearly; alongside the Behaviour & Safety policy and other related policies and reviewed every 2 years.

Policy Written and Accepted September 2014