

## **ST. ANDREW'S CE PRIMARY SCHOOL ATTENDANCE and PUNCTUALITY POLICY**

Regular attendance and good punctuality of pupils is critical if children are to have the very best learning experience. If a child's attendance is good and they always arrive on time for lessons to start they will show greater understanding, they will be positive and confident and ultimately will achieve better results. Setting good attendance and punctuality patterns from the start will help children as they become more responsible in later life.

Children who do not attend school regularly and those who are often late may not be able to keep up with their work and they may fall behind. This may lead to anxiety and lack of confidence.

At St. Andrew's we want to do the very best for our children and we will always work with parents to offer support and advice where it is needed.

Our aim, therefore, is:

- To ensure attendance and punctuality is a high priority for all staff, parents, pupils and partners of the school community.
- To maintain clear lines of communication between home and school.
- To make all expectations relating to attendance and punctuality clear to all parties affected by them.

### **Targets**

- To raise pupil's achievement by ensuring children are in school and on time every day
- The individual and overall school attendance target is 95%.

### **Responsibility of the Governing Body**

- To see that registers are properly kept
- To ensure that regular returns of attendance and punctuality figures are made to the Local Authority
- To ask the Headteacher for a report on any aspect of the running of the school, including attendance and punctuality
- To attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.

### **Responsibility of the Headteacher**

- To oversee the implementation of the attendance and punctuality policy and procedures
- To ensure the collection of accurate statistical data
- To report back regularly to the governing body on attendance and punctuality
- To support the Inclusion team with the implementation of targeted interventions
- To be a member of the School Attendance and Punctuality Panel (SAPP)

### **Responsibility of the Class Teacher**

- To ensure accurate register keeping
- To communicate with a member of the SAPP regarding concerns with individual pupils
- To promote good attendance within the classroom
- To make positive links with parents/carers

### **Responsibility of the Inclusion Team**

- To monitor attendance and punctuality for all children on roll and ensure late arrivals are recorded
- To identify children whose attendance/punctuality is a cause for concern and meet with parents/carers to discuss the concerns
- To maintain records of identified children and all contact with parents
- To refer Parent/carers of pupils identified as causing concern to the appropriate agencies.
- To maintain positive links with outside agencies and refer pupils and their families as appropriate
- To oversee and promote strategies to reward pupils that are achieving the school's targets termly and annually
- At least one member to attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.

### **Responsibility of the School Business Manager**

- To set up of registers at the beginning of the school year
- To contact parents/carers on the first day of a pupil's absence
- To receive telephone communication from parents/carers, to record information and to arrange how that information is communicated to the School Attendance Panel for consideration.
- To assist the SAPP in the collection of data
- To assist the SAPP in the admission, casual admission and off rolling procedures
- To attend meetings of the School Attendance and Punctuality Panel (SAPP), where appropriate.

### **Responsibility of the Exclusions, Reintegration, Attendance & Admissions (ERAA) Team**

- Advise and support the actions of the School Attendance and Punctuality Panel
- To initiate court action against referred parents/carers of pupils that are not meeting the school targets

### **Responsibility of Parents/Carers**

- To ensure their child attends school regularly
- To ensure their child arrives on time for school
- To contact the school if their child is unable to attend for a valid reason and provide a note for authorisation purposes if required from the School Attendance and Punctuality Panel
- To ensure their child is prepared with the necessary equipment to attend school
- To support the school in its aim to raise the achievement of their child through full attendance at school

### **Responsibility of Pupils**

- To attend school regularly
- To arrive on time

## **REGISTRATION PROCEDURES**

### **Time**

- The School playground gates will be open from **8: 45am**
- A whistle will sound in the playground at **8:55am**
- When the whistle sounds all pupils will line up in their class line where their class teacher will be waiting
- Class teachers electronically register the pupils at **9am** each morning and at **1.30pm** each afternoon.

### **Late system**

- Pupils who arrive after **9am** should report to the office straight away where a record of their arrival time will be kept.
- Office staff will then enter a late mark in to the register accompanied by the time and reason for lateness.
- Where persistent lateness exists the parent/carer will then be invited into school to meet with the a member of the Inclusion Team.
- If punctuality remains poor a referral will be made to the SAPP. Failure to adhere to agreed targets/decisions of the SAPP may result in Referrals to the Local Authority.

### **Recording of absences**

- Parents/carers should inform office staff **before 9:30am** of reason for the pupil's absence in order for the school to authorise the absence.
- All pupils that arrive to school after **9:30am** will be marked in the register as absent.
- From **9:30am** office staff will contact home to find out why pupils are not in school.
- The office staff are responsible for recording reasons for absence in to the register – reasons for absence should be clear, with as much information as possible.
- **By law only the school** can authorise an absence. A written note or telephone explanation by a parent/carer does not, in itself, oblige the headteacher to authorise the absence.
- If contact has not been made/no reason given for absence an **unauthorised absence mark** will be recorded in the register. Unauthorised absences will lead to referrals to the SAPP and may result in prosecution.
- The office staff are responsible for completing the total numbers of absences and for completing weekly percentage figures.

### **Absences during term time**

- Absences will not be granted during term-time and will only be authorised in exceptional circumstances.
- If a pupil is absent for longer than the agreed period a referral will be made to the Local Authority and Off Rolling may occur.

### **Attendance and Punctuality meeting**

- Informal and formal discussions will take place with a member of the Inclusion Team.
- Any pupil with 8 days or more absence in a term, without reasonable explanation, may be 'Fast Tracked' to the SAPP.
- **The SAPP will meet every half term.**

### **Register Checks**

The registers will be monitored weekly by the office staff. They will also be made available to the Local Authority for a termly inspection and feedback.

### **Monitoring and evaluation**

The school attendance and punctuality policy will be reviewed and evaluated annually. Evaluation of the school's policies and procedures will be conducted by taking into account:

- The views and feedback from; parents, pupils, partners and external agencies.
- Statistical data (spreadsheets, charts, graphs).
- The attainment levels across the school
- The school's performance in meeting the targets set across the school at the beginning of the academic year.