



## **Attendance Policy**

### **Introduction**

This is a successful school and your child plays their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend school regularly.

The school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of the pupils to both improve and in the case of 100% attendees maintain their attendance.

To meet these objectives Astley Park School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide information, advice and support.

### **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is the responsibility of parents/carers, pupils and all members of school staff.

To help us all focus on this we will:

- Promote a culture across the school, which identifies the importance of regular attendance.
  
- Celebrate good attendance by displaying individual achievements in class.

- Reward 100% attendance each term, with pupils having the chance to win a prize.
- Further develop positive and consistent communication between home and school with the introduction of home/school diaries.
- Make attendance a high priority with everyone associated with school, including parent/carers, pupils, staff and governors.

### **Understanding types of absences**

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a genuine reason like illness, medical/dental appointments which cannot be scheduled outside of school time, emergencies or other unavoidable cause.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best dealt with by the school, liaising with the parent/carers and the child. If your child is reluctant to attend, please be honest about their absence and do not give in to pressure from your child giving them an excuse from attending. This gives the impression that attendance does not matter and usually make things worse.

### **Persistent Absenteeism (PA)**

A pupil becomes a 'persistent absentee' when they miss 15% or more schooling across the school year **for whatever reason**. Absence at this level does considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system. PA cases can also be made known to the Pupil Attendance Support Team, who will offer support and advice to school and parents/carers.

### **Absence Procedures**

#### **If your child is going to be absent, please could you:**

- Contact us as soon as possible on the first day of absence
- Send a note into school to explain the reason for the absence on your child's return
- Or, you can call into school and report the reason to the office

#### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you, to ensure your child's safety and reasons for their absence
- Inform you by letter if we feel your child's attendance is a concern
- Liaise with the Pupil Attendance Support Team, where support and advice will be given

#### **Telephone numbers:**

There are times when we need to contact parents about lots of issues, including absence, and we need to have your contact numbers at all times. So help us to help

you and your child by making sure we always have an up to date number – if we don't, then some important communications may be missed.

### **In-School Strategies to improve attendance**

School will use the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school and home between parents/carers, pupils, pastoral staff and the Headteacher
- Parenting contracts
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority Attendance Officer)

### **The Pupil Attendance Support Team**

If difficulties cannot be resolved using the in-school strategies, the school may refer the child to the Pupils Attendance Support Team. He/she will also try to resolve the situation and give support and advice. Full details of the options open to the Pupil Attendance Support Team are available from the local authority.

### **How we manage lateness**

The school day starts at 9.05am and we believe punctuality is very important. Those pupils, who travel independently to school, should aim to arrive for a 9.05am start each day.

At 9.30am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a late mark, which shows them to be on site, but to have arrived after the registration period has closed.

If your child has a persistent late record you will be invited into school to meet with the Headteacher and/or the Attendance Manager to try and resolve the problem. You can however approach us at any time if you are having problems with getting your child to school on time.

### **Holidays in term time**

There is no automatic entitlement in law to time off in school time to go on holiday. However this may be granted in exceptional circumstances.

### **Extended Leave**

Extended leave of over 10 days will only be considered in exceptional circumstances and made at the Headteacher's discretion. Please make all requests in advance to the Headteacher.

### **Religious Absence**

The school will authorise three days 'leave' per religious festival, e.g. Eid, but no more than three in one academic year. We would ask that you request this leave in advance.

## **Roles and responsibilities for attendance in school**

### **Parents/Carers**

- Ensure your children attend school regularly
- Contact school on 1<sup>st</sup> day of absence
- Avoid holidays in term time wherever possible and apply in advance using the Request for the Leave of Absence form
- Try if possible to make medical appointments after school or in the holidays
- Encourage a healthy sleep routine (aim for 8 hours). A good night's sleep will make it easier to be punctual and enjoy taking part in the following day at school
- Praise and reward your child for good attendance and punctuality

## **Pupils**

- Attend school regularly and punctually
- Speak to parents/carers/teacher if issues arise that may have an effect on school attendance

## **Head Teacher – Mr K Welsh**

- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Take overall responsibility for ensuring the school confirms to all statutory requirements in respect of attendance

## **Behaviour for Learning Manager – Miss R Della Fera**

- Take the lead in ensuring attendance has a high profile within school
- Regularly identify and monitor pupil, class and whole school attendance, particularly that of vulnerable groups
- Evaluate the impact of attendance rewards
- To inform parents/carers of any pupils falling between 85-89% attendance that they will be monitored and that support is available
- To meet regularly those pupils whose attendance is falling between 85-89% or lower, set clear targets and a timescale for achieving them
- To monitor any pupils failing to make progress and refer them to the Pupil Attendance Support Team for support

## **All school staff**

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Provide a sympathetic response to any pupils concerns
- To see pupils attendance as the responsibility of **all** school staff
- Being aware of factors that can contribute to non-attendance

- Adhere to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the Behaviour for Learning Manager
- To stress the importance to pupils the link between good attendance and attainment on a regular basis
- To display pupils attendance in all classrooms
- To discuss attendance patterns and the impact of positive attendance on a regular basis with pupil

### **Governors**

- Adopt a whole school policy and review regularly
- Monitor the consistent implementation of the attendance policy

### **School targets:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 90% and we will keep you updated about your child's.

Our target is obviously to achieve better than this because we believe that good attendance is the key to successful schooling.

### **Summary:**

Parents and Carers have a duty to make sure that their children attend school regularly and punctually.

All school staff are committed to working with parents/carers and pupils, as this is the best way to ensure as high level of attendance as possible.

Date policy approved by Governing Body Curriculum & Policy Committee: 16.05.18

Signed by Chair of Curriculum & Policy Committee: \_\_\_\_\_

Mr M Maher

Signed by Chair of Governing Body: \_\_\_\_\_

Mrs W Blundell

Date policy to be reviewed by Curriculum & Policy Committee: Summer 2019





