



## Holy Trinity Church of England (Aided) Primary School

### Policy Statement

#### **Attendance Policy**

Cookridge Holy Trinity Church of England (A) Primary School is committed to promoting and safeguarding the welfare of all children and expects all staff and visitors to share this commitment

**Our school mission statement is:**

**THE BEST FOR EVERY CHILD.**

**All children are made in the image of God and loved unconditionally by God. They are all special and should be allowed to develop and grow in a nurturing environment secure in the knowledge that they are cherished.**

25 Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching

Hebrews 10:25

The importance of regular school attendance and good punctuality cannot be over estimated. Regular attendance is a pre requisite to a good education and securing it is high priority for our school. By failing to attend school regularly, pupils diminish the value of education provided for them It affects their ability to achieve their full potential and of developing social skills. Frequent lateness also has a dramatic effect on a child's education. A child who is late for school, finds it more difficult to settle that day, they miss vital work, which then has to be caught up. It also disrupts lessons for the teacher and the rest of the children in the class.

#### Aims

Cookridge Holy Trinity Church of England Primary is committed to providing a broad, balanced and effective education for all the children who attend the school. We believe that regular attendance is of the greatest importance because children

- Have full access to the curriculum and are more likely to achieve their potential
- Are able to build relationships and develop social skills
- Are able to broaden their experiences
- Are able to develop self-esteem
- Are able to develop a more positive attitude to school and the world of work
- Are able to understand how important it is to be punctual and reliable
- Are able to develop a feeling of belonging
- Remain within the law

At Cookridge Holy Trinity Church of England Primary we do all we can to ensure that children attend consistently and that any problems that impede full attendance are identified and acted on quickly.

#### Our Expectations

We expect the following from all the children

- That they will attend school regularly
- That they will be punctual and appropriately prepared for the day
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents

- That they ensure their children attend school
- That they contact the school whenever their child is unable to attend and provide an explanation for their absence. We ask parents to ring on the first day of absence by 10am.
- To regularly update their telephone numbers and any change of address with the school office.
- That they ensure their children do not have absences for inappropriate reasons
- That they ensure their children arrive at school punctually and well prepared for the day ahead
- That if medical appointments are made in school time letters/appointment cards to be shown at the school office.

• School holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during school holidays. **Holidays in term time will not be authorised.** There may be exceptional circumstances, in which case please contact the Head teacher.  
Unauthorised holidays may result in the issue of a £60 per parent per child penalty notice.

Parents and children can expect the following from school

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a child fails to attend without a reason being given. This will result in a daily text message and a phone call or letter on the third day of absence
- Immediate and confidential action to address any problem of attendance
- Support for families to improve punctuality and attendance
- A quality education for their children
- A close relationship with the Local Authority's Attendance Improvement Officer

The following systems are in place

- Close monitoring of attendance figures by the Learning Mentor reporting to the Headteacher on a weekly basis so that swift action can be taken and patterns identified
- Registers are completed accurately at the beginning of the morning and afternoon sessions. Children are marked late from 9:05 and after 9:20 will be recorded as unauthorised absence
- Targeting specific families and children to support, monitor and encourage
- Inviting parents to informal meetings in school or visiting the home
- Parenting Contracts will be offered to help improve attendance
- Inviting parents when appropriate to formal meetings with the AIO
- Contacting parents to ensure they supply reasons for their child's absence
- Letters to parents to congratulate them for improved attendance or punctuality
- If no explanation is forthcoming regarding a child's absence by 10am on the 1st day of absence the parents will be contacted.
- If there is evidence of consistent non-attendance or a pattern is identified in attendance statistics, concerns will be discussed with the AIO according to the Local Authority's 6 stage process for managing attendance.
  - Parents will be visited at home by the Learning Mentor if they are unwilling or unable to come into school
- If the child becomes a persistent absentee a programme will be planned with the AIO and parents to re-integrate the child

Organisation

Attendance is an area of high priority at Cookridge Holy Trinity Church of England Primary and we convey this to our pupils and parents by

- Talking to new parents about the importance of good attendance and punctuality
- Providing children and parents with our attendance leaflet outlining our policy
- Contacting parents if a child is absent without reason
- Sending information in half termly newsletters to update parents regarding attendance
- Leading by example. The morning bell is rung at 8.50am and all staff are on the playground to greet the children promptly

Roles and responsibilities

The Head Teacher

- To oversee the whole policy
- To be aware of all initiatives in school
- To speak to all new parents about the importance of good attendance and punctuality
- To report on attendance to Governors

The Learning Mentor

- To produce, implement, monitor and review the attendance policy
- To produce an action plan for attendance if necessary
- To maintain attendance and punctuality as a high priority
- To oversee attendance figures
- To monitor and analyse the information from registers
- To prioritise families requiring support and identify general trends and improvements
- To liaise with class teachers, outside agencies, parents and children
- To co-ordinate initiatives to improve attendance and punctuality
- To contact parents of children with unexplained absences
- To report to the SMT, staff and Governors on a regular basis

- To attend relevant courses and feed back information to staff Administrative staff
- To contact parents when no reason has been given for absence

#### Class teachers

- To complete registers accurately
- To record children late if they arrive after 9.05am
- To inform the HT/LM if they have any concerns regarding a child
- To make attendance and punctuality a high priority and convey to their pupils the importance of the education being provided
- To save letters explaining absences
- To allow children to examine the importance of good attendance and punctuality through the PSHE curriculum

#### Support staff

- To be aware of the policy and guidelines for attendance
- To emphasise the importance of good attendance and punctuality with the children if the opportunity arises

#### Equal opportunities

At Cookridge Holy Trinity Church of England Primary we believe that every child has a right to a broad, balanced and effective education regardless of race, gender and special need. Where attendance and punctuality are poor this is not always possible, as the children do not have full access to the NC and opportunities available in school. To ensure equal opportunities for all it is essential that the importance of consistent good attendance is made a high priority through example, encouragement, close monitoring and support.

#### Safeguarding

By attending school regularly children and young people are kept safe, are able to access free school meals and access to other services, health care and education which increases their own emotional and physical resilience and therefore their ability to keep themselves safe when not at school. Persistent absence is often an early indicator of children/families with additional needs. Another key element of the strategy is the Children Missing Education (CME) protocol which requires input from all agencies to ensure as many pupils as possible are being tracked. Cookridge Holy Trinity Church of England Primary follows the Leeds protocol for children missing education.

#### Monitoring and review

The effectiveness of the attendance policy is monitored by the HT through regular analysis of information from registers.

This policy will be reviewed in September 2020