



Rational

Brandesburton Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities.

The school strives to promote a welcoming, caring and safe environment where each member of the school community feels wanted and secure.

All staff work with pupils, parents and carers to help them meet their legal responsibility, in ensuring their children attend school regularly.

The school has effective systems of incentives and rewards which acknowledges the efforts of pupils to maintain and improve their attendance.

Parents who give little priority to attendance and punctuality will be challenged.

Aims

1) To promote the highest possible levels of attendance by pupils the school will:-

- Promote good attendance at all times
- Apply the attendance policy consistently
- Monitor progress in attendance and report to the governors and EWO
- Endeavour to improve pupils punctuality if required
- Discourage term time holidays in accordance with the Primary Behaviour and Attendance Partnership Policy

2) The school will make attendance and punctuality a priority for all those associated with the school by:-

- Regularly reporting attendance data to the school governors
- Informing parents of school times, term dates and training days
- Having clear procedures for parents to inform staff of pupils absence or lateness
- Displaying materials promoting attendance
- Liaising with the Education Welfare Service
- Using reward systems for good/improved attendance/punctuality

3) The school will develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by:-

- Identifying designated staff to be responsible for first day of absence contact
- Ensuring clearly defined late registration procedures
- Having clear procedures and records of intervention regarding attendance concerns
- Identifying designated staff to liaise with the Education Welfare Service re attendance issues
- Reviewing attendance regularly

4) The school will provide support, advice and guidance to parents and pupils by:-

- Highlighting attendance in PSHCE, collective worship and parents meetings
- Maintain good communication between school and parents
- Informing parents when a pupils attendance falls below 90%
- Providing parents with accurate and up to date information
- Making staff available to speak with parents

5) The school will develop a systematic approach to gathering and analysing attendance data by:-

- Using a computerised registration system
- Consistent use of attendance codes following LA guidance
- Identifying and collecting information on developing patterns of irregular attendance and punctuality
- Providing attendance information for the head teacher, governors, relevant staff, Education Welfare Service and parents

6) The school will further develop positive and consistent communication between home and school by:-

- Initiating first day absence contact

- Making full use of computer generated letters
- Promoting expectations
- Encouraging parents to visit/communicate with school

7) The school will use a system of rewards and sanctions by:-

- Actively promoting attendance with associated rewards and effective sanctions
- Ensuring fairness and consistent implementation of rewards and sanctions
- Working in partnership with the Education Welfare Service, Parent Support Advisor, behavioural support service and parents

8) The school will promote effective partnership with the education service and other key services by:-

- Ensuring the attendance register and admission details are accurate and up to date
- Carrying out initial enquiries and interventions regarding attendance issues
- Gathering and recording relevant information to refer any concerns to the education welfare service
- Identifying key staff to liaise with the education welfare service and other agencies related to attendance
- Supporting the Education Welfare Service in the use of enforcement tools, when appropriate to do so

Roles and Responsibilities

Parents

- It is the legal responsibility of every parent/carer to ensure their child attends school regularly and punctually
- Work in partnership with the school to promote the best interest of their child
- Must contact the school without delay to report any absence
- Ensure that the school has up to date contact details
- Adhere to the Primary Behaviour and Attendance partnership policy with regard to holiday absence
- Ensure their children have a good attitude to learning and attendance

School Administration team

- To monitor attendance on a daily basis
- Ensure correct attendance codes are used
- Maintain and update all contact information
- Prepare attendance data report for the Head Teacher every half term
- Send reminder letters to parents/carers re clearing unexplained absences every half term

Class teachers

- To record accurate details of attendance at the beginning of each session.
- To mark pupils arriving after registration as L (late) and those who arrive after the register has closed (25 minutes after the start of the session) as U (unauthorised absence)
- Pass information regarding absence to the administration office

Headteacher

- Ensure there are named key members of staff with responsibility for attendance
- Submit reports to the governing body on various aspects of pupil attendance, including measuring progress against targets
- Ensure a whole school approach to the development and implementation of the school attendance policy
- Offer clear guidance to parents with regard to their legal responsibilities in relation to attendance matters and information on attendance procedures
- Establish clear channels of communication between school and parents
- Chair attendance action plan meetings
- Work closely with the Education Welfare Service with regards to enforcement action

Governing body

- The governing body is required by legislation to see that registers are kept correctly
- Are required to publish an annual report for parents which includes reference to the schools attendance figures
- Should review attendance statistics and trends and support measures to improve attendance
- Appoint a governor with specific responsibility for attendance matters and ensure this Governor is available to attend meetings with parents

Education Welfare Service

- The dedicated Education Welfare Officer will support school staff in identifying attendance concerns and becoming familiar with the procedures and documentation required for referring attendance concerns to the Education Welfare Service
- The dedicated Education Welfare Officer will advise on policy, strategies and legal requirements
- Area Education Welfare Officers will liaise with school staff following referral to the service

Conclusion

All staff will be made fully aware of this policy and it will be applied fairly and consistently to all pupils. It is designed to be a useful living document and will be the subject of a regular review.

Other Relevant Policies:

Behaviour Policy

Absence for Exceptional Circumstances information

Reviewed June 2017 to be reviewed 2019