



# Attendance Policy





# Attendance Policy

## Our Mission

At St. Anne's we aim to be a caring Christian school, within the community where everyone is respected and valued. To be a school where all individuals are encouraged to build on their strengths and aspire to be the best they can be.

## Our Vision

Our vision has the promise by Jesus of 'life in all its fullness at its heart. At St Anne's we believe:

- in our children and each other,
- we are uniquely created in the image of God,
- we were made to be awesome,
- that together we are family,
- we were created to live in community,
- in equipping the St Anne's family to be the best we can be,
- in our individual talents and abilities, and
- we can make a difference.

## Our Values

At St Anne's CE Primary School, the following core values underpin all that we do. They are reflected in the daily life of the school and our relationships with other:

*Respect, Thankfulness, Hope, Forgiveness, Love and Faithfulness.*

'...let your light shine before others, that they may see your good deeds and glorify your father in heaven.' *Matthew 5:16*

'I thank you because I am awesomely made...' *Psalm 139:14*

'...I come that they may have life and have it to the full.' *John 10:10*

The school's motto aims to encompass all of this:

*'Be Awesome! Shine Bright!'*

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# St Anne's CE Primary School

## AIMS

1. To create a positive environment in which attendance is valued, praised and rewarded.
2. To expect good attendance.
3. To monitor and evaluate individual attendance patterns.
4. To be aware of and sensitive to individual needs and respond to them.
5. To facilitate the recording and reporting to the LEA and the DfE.

## BACKGROUND

At St Anne's CE Primary School we believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school at the correct times.

St Anne's aims to be a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

Attendance is crucial to effective learning and continuity of learning, and so school places great importance in this area of school life. If children are not attending they cannot learn what the school is offering

In creating this policy, we have referred to the Change for Children agenda, the outcomes for children identified under Every Child Matters, duties arising from Section 175 of the Education Act 2002 and the Children Act 2004, and The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which amend the 2006 regulations to remove the reference to leave of absence exceeding ten school days for the purpose of a holiday, and make all leave of absence subject to the headteacher's judgement of 'exceptional' circumstances.

## ROLES & RESPONSIBILITIES

At St Anne's, we will encourage school and families to work together to achieve high outcomes for pupils including good attendance. **The school target for good attendance is 96%.** We will aim to ensure the following:

### Parents

- Ensure children attend regularly, and punctually
  - Contact expected from the parent on 1<sup>st</sup> day of absence providing a reason for absence by 9:30 am
  - Make contact with school on a daily basis for continued absence
  - Avoid holidays in term time
  - 'Exceptional' absence requests to be made in writing to the Headteacher
  - Make early contact with school where parents become aware of on going problems with attendance
  - Attend meetings if concerns are identified
  - Participate in Attendance Parenting Contracts where appropriate
  - Support the school in agreed interventions/action plans, including or arising from the Common Assessment Framework process.
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# St Anne's CE Primary School

## **Pupils**

- Acknowledge positive behaviour is needed out of school e.g. early bedtimes to allow punctual attendance
- Attend school/registration punctually
- Report to the school office for late registration to sign in
- Speak to teacher/parents if issues arise which have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other agencies.

## **School Staff**

Overall responsibility lies with the Head Teacher, who is also the School Attendance Lead.

### **The Headteacher will:**

- Take the lead in ensuring attendance has a high profile within the school e.g. through newsletters and assemblies
- Ensure the office staff have responsibility for attendance matters such as inputting register details on SIMS, making first day contact, passing on messages to teachers
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance
- Identify trends in absence through data analysis, including looking at attendance for identified groups such as vulnerable pupils
- Report attendance issues to governors on a termly basis
- Share attendance information with pupils, staff and parents through newsletters, individual letters, assemblies, staff meetings
- Contact parents where necessary regarding concerns, including letters to parents whose children's attendance is below the school's target
- Involve the local authority where school interventions have failed to have an impact on attendance below 90%
- Liaise with other agencies e.g. through TAF meetings or through referral to the school attendance team where required
- Where persistent absence remains unresolved, the headteacher will work with the School Attendance Team and the School Governing Body to decide whether fixed term penalty notices should be issued.

### **The Office Staff**

- Will keep teaching staff aware of attendance issues such as messages from home
  - Will amend absence codes where required
  - Operate the first day contact system through telephone calls and text messages
  - Monitor and record attendance of pupils who are receiving education elsewhere
  - Record attendance (and important notes) on SIMS
  - Review registers and identify trends of absence and meet to discuss with the headteacher on a regular basis
  - Create attendance awards
  - Send notifications home via letter and text at the end of each term with child's attendance percentage on
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## St Anne's CE Primary School

- Carry out code analysis and analysis of vulnerable groups of children
- Send text messages to parents about attendance

### **Class Teacher and all staff**

- Encourage and teach the importance of good attendance
- Keep accurate registers
- Pass on relevant information to the office staff
- Pass registers to office staff promptly for 9:10am
- Provide a welcoming atmosphere for children
- Provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To be aware of the part all staff can play in ensuring attendance is seen as important for all pupils
- To see pupils' attendance as the responsibility of all staff, even if the co-ordination and management of attendance are designated responsibilities of specified staff
- To participate in training regarding school systems and procedures

### **Governors**

- Governors will ensure that this attendance policy is reviewed on an annual basis
  - Governors will monitor the consistent implementation of the attendance policy across school.
  - Agree statutory targets for attendance for the school
  - Will consider attendance on a termly basis through headteacher's reports at the full governing body
  - Analyse attendance data through:
    - Monitoring issues of equal opportunity
    - Measuring progress against attendance
  - Will ensure that through newsletters and individual letters and meetings where required, the school will impress upon parents and pupils the strong link between attendance and educational attainment
  - Will ensure that this policy will be available on the school website and within the school prospectus.
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# St Anne's CE Primary School

## PROCEDURES

### Registration

All staff with responsibility for registration should be familiar with the contents of:

- Absence and Attendance Codes (DCSF May 2008)
- Keeping Pupil Registers – Guidance on applying the Pupil Registration Regulations (DCSF – June 2008)
- The Education (Pupil Registration) Regulations 2006
- The registration period will be from 9.00 until 9.10 am
- The formal close of registration will be 9.30 in the morning and 1.10 in the afternoon
- Children registered late should report direct to the school office
- Signing in/out should be carried out at the school office for any children arriving late or leaving during the school day
- Messages from parents by telephone should be passed to class teachers, or passed on verbally
- The headteacher and office staff are authorised to amend absence codes
- The office staff will monitor the consistency of use of symbols, and acceptable reasons for absence across the whole school

### Holidays in Term Time

At St Anne's CE Primary School, we strongly discourage parents from taking children on holiday during term time. When this is considered to be unavoidable by parents, due to exceptional circumstances, a written request must be made to the headteacher. Holidays will rarely be authorised and only in exceptional circumstances. Absences will not be authorised in SATS week.

- The school's policy is published on the school website and in the school prospectus. Reminders are sent regularly in parent newsletters.
- Applications should be sent to the Headteacher for consideration at least two weeks before the requested absence dates.
- Any pupils failing to return after a holiday will be referred on to the Child Missing in Education office.

The Governors have agreed that penalty notices should be issued where holidays are taken in term time (without permission due to exceptional circumstances).

### Extended Leave

Periods of extended leave over and above ten days will not be approved.

## STRATEGIES FOR IMPROVING/PROMOTING ATTENDANCE

The school employs a variety of strategies for promoting and improving attendance. These include:

- Promoting the need for good attendance through newsletters and assemblies
  - Attendance is monitored carefully continually, including for groups such as identified vulnerable pupils.
  - Rewards for 100% attendance are given on a termly and annual basis.
  - The school works closely with the local authority to ensure best practice
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## St Anne's CE Primary School

- A first day contact system is in place whereby the office staff follow up any unreported absences
- Through newsletters and individual letters, parents are aware of school targets for attendance. Families of pupils falling below target are contacted by letter
- Transfers from nursery school and to secondary school are carefully managed and information including attendance issues is shared
- Persistent lateness is monitored carefully and discussed with parents and/or letters sent home
- The Headteacher liaises with the local authority attendance officer to share and improve practice.
- Information is shared with staff at staff meetings and with governors through committee and whole governor meetings.
- See Appendix 1 for the school's Attendance Monitoring procedures

### **PARENTING CONTRACTS**

The Anti-Social Behaviour Act 2002 makes provision for the use of Parenting Contracts where attendance is a cause for concern. Either the school or the Local Authority can initiate such contracts where considered necessary.

If pupils have been identified by school as persistently below the attendance target, school may suggest a contract with parents.

- Such circumstances would include more than two terms with a pupil at below the school's target level and with no extenuating circumstances
- Persistent lateness for more than two terms, despite contact from school to home
- The school would follow local authority guidance when issuing such a contract, which would be reviewed on a termly basis
- The contract would be considered a success and terminated when a pupil's attendance is at or above the school's attendance target for a term.
- Where absence or lateness continues to be a cause for concern and a contract is refused or is unsuccessful, school will contact the School Attendance Officer.

### **PENALTY NOTICES**

The governing body has agreed to the principle of issuing penalty notices. The issue would be discussed and agreed on a case by case basis and would be available for any of the uses identified in the agreed Code of Conduct for Penalty Notices drawn up by the Local Authority following all the required consultation.

### **REMOVAL FROM ROLL**

The school will follow LCC guidance on removing pupils from roll. The Headteacher will inform the Child Missing in Education Officer where a common transfer file has not been forwarded on to another school.

Once a pupil has been traced elsewhere, the office staff are responsible for completing the Common Transfer Form.

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## St Anne's CE Primary School

### **MONITORING**

The Headteacher has overall responsibility for monitoring lateness and absence and the effectiveness of procedures in place.

- The office staff are responsible for data collection
- This is analysed by the Headteacher regularly
- Reports are made to parents, governors and pupils on a termly basis or more frequently where an issue has been identified e.g. where a contract requires monitoring
- Analysis will include that for groups including SEN vulnerable pupils
- Analysis will be used to inform the school RoSE (Record or Self Evaluation)
- Data results from the previous year will be used to inform target setting with the local authority
- Data required will be returned promptly to the Local Authority and DFE within deadlines
- The impact of policies and procedures will be evaluated by comparing data with the previous year's analysis

**This policy will be reviewed annually.**

**Last reviewed: December 2021**

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APPENDIX 1

**Attendance Monitoring**

	What	Who
Annual	<ul style="list-style-type: none"> <li>• 100% attendance certificates (and reward)</li> </ul>	<ul style="list-style-type: none"> <li>- Office</li> </ul>
Termly	<ul style="list-style-type: none"> <li>• Notification letters (with %)</li> <li>• Code Analysis Report</li> <li>• 100% attendance certificates</li> </ul>	<ul style="list-style-type: none"> <li>- Office</li> <li>- Office (to Headteacher)</li> <li>- Office</li> </ul>
Monthly	<ul style="list-style-type: none"> <li>• Persistent absence report</li> <li>• Letters to those below 96%</li> <li>• Family meetings</li> <li>• Group Reports (FSM, LAC, SEN)</li> </ul>	<ul style="list-style-type: none"> <li>- Office (to Headteacher)</li> <li>- Headteacher</li> <li>- Headteacher</li> <li>- Office (to Headteacher)</li> </ul>
Fortnightly	<ul style="list-style-type: none"> <li>• % Attendance Report (highlight pupils whose attendance has changed severely or running below target)</li> </ul>	<ul style="list-style-type: none"> <li>- Office (to Headteacher)</li> </ul>
Weekly	<ul style="list-style-type: none"> <li>• Class Awards (highest attendance for each Key Stage)</li> </ul>	<ul style="list-style-type: none"> <li>- Office</li> </ul>

**NB:** Individual 'serious' cases will be dealt with as they occur, following school's policy and its procedures (ie. letters, meeting, parental contract, PAST involvement)

