



# **St Blasius Shanklin C of E Primary Academy**

## **Attendance Policy**

Agreed by the school executive - September 2013

Ratified by full Governors – January 2014

Signed Chair of Governors

Date 24 February 2014

To be reviewed - January 2015

# **ST BLASIIUS CHURCH OF ENGLAND PRIMARY ACADEMY**

## **ATTENDANCE POLICY**

### **1 Statement of Aims and Objectives:**

- St Blasius Academy seeks to ensure that all pupils receive a fulltime education which will maximise their opportunities to realise their potential.
- The Academy will strive to provide a welcoming and caring environment in which each member of the school community feels wanted and secure.
- All members of the Academy's staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- The Academy has an established a system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping, and which will challenge the behaviour of pupils and parents who give low priority to attendance and punctuality.
- To facilitate these objectives, the Academy will maintain effective systems of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### **2 Principal Strategies for achieving our Aims:**

- Ensure that the attendance policy is applied consistently
- Maintain a high priority for attendance and punctuality
- Operate a system of rewards, viz. half-termly certificates for pupils with 100% attendance, weekly praise and certificate for the class with the highest attendance, weekly stickers for pupils with 100% attendance

### **3 To make attendance and punctuality a priority for all stakeholders we will:**

- Mention them in school prospectus
- Make reference to policy at parents' meetings
- Provide information about attendance levels in annual reports to parents/carers, in termly reports to governors and in weekly newsletters
- Discuss attendance issues in relevant staff meetings, attendance review meetings and Education Welfare Service evaluation meetings

### **4 To promote consistency we will ensure that:**

- There are clear procedures for registration
- Phone contact is made (if possible) on the first day of unexplained absence
- There are clearly defined late registration procedures and that parents/pupils must fill in the late arrival book in reception
- Class teachers regularly review attendance and punctuality, noting any possible patterns of behaviour
- The Education Welfare referral system and procedures are strictly adhered to

- There is a clear expectation of absence letters/phone calls from parents
- There is a systematic approach to gathering and analysing attendance related data

## 5 Lateness

- Parents are expected to ensure that children are present at the start of the school day. Registers will be closed at 9am. Between 9am – 9.15am pupils are marked late. After 9.15 pupils are marked 'U'.
- There are **negative results** caused by pupils who constantly arrive late: the loss of learning suffered by the pupil themselves, which over an academic year can add up to a significant proportion of their time in school; lateness can instil poor attitudes and values; it disrupts other children in their class as the teacher's attention is taken from the task in hand; it can raise levels of unauthorized absence; it can lead to poor time management skills; and it does not make children aware that arriving on time matters.
- **The strategies that we will use to tackle lateness** will include: informing parents when a pupil is late more than 5 times in a term by letter; late sweeps conducted by the Education Welfare Service on a termly basis; calling parents in to meet with the Principal/Executive Head to discuss their child's lateness.

## 6 Authorization of Absence:

- Authorisation of absence will usually be done by the class teacher and/or administrative staff on behalf of the Principal/Executive Head. In case of any conflict or concern the Principal/Executive Head will make the final decision.
- **Authorized Absence:** an absence agreed by the Head Teacher with an explanation from parents.
- **Unauthorized Absence:** an absence not agreed or explained.
- Full guidance on attendance codes is held in the school office.

## 7 Holidays in Term Time:

- DfE guidance states that parents should not take children on holiday in term time and this is contained in the school prospectus.
- The Principal/Executive Head will look and consider each holiday request individually but, unless exceptional circumstances can be given, holiday requests will be declined.
- Parents making a request must complete an "Absence in term time form" [available from the school office] and submit it for consideration by the Principal/Executive Head at least one month in advance of the requested absence.

## 8 Poor Attendance:

If a child's attendance becomes a cause for concern the following strategies will be used.

- Parent sent a cause for concern letter accompanied by an attendance certificate stating attendance will be reviewed (date set)

- If no improvement at review date parent written to requesting they attend a School Attendance Meeting with the Principal/Executive Head. This meeting will be minuted and a further review date set.
- If there is still no improvement the case will be referred to the Education Welfare Service.
- If parent fails to attend the meeting with the Principal/Executive Head, the parent will be written to and the case referred to the Education Welfare Service.

**Policy agreed by the school executive: September 2013**

**Reviewed and adopted by the local governors: January 2014**

**Next due for review: January 2015**

**Signed: (Chair of Local Governors)**