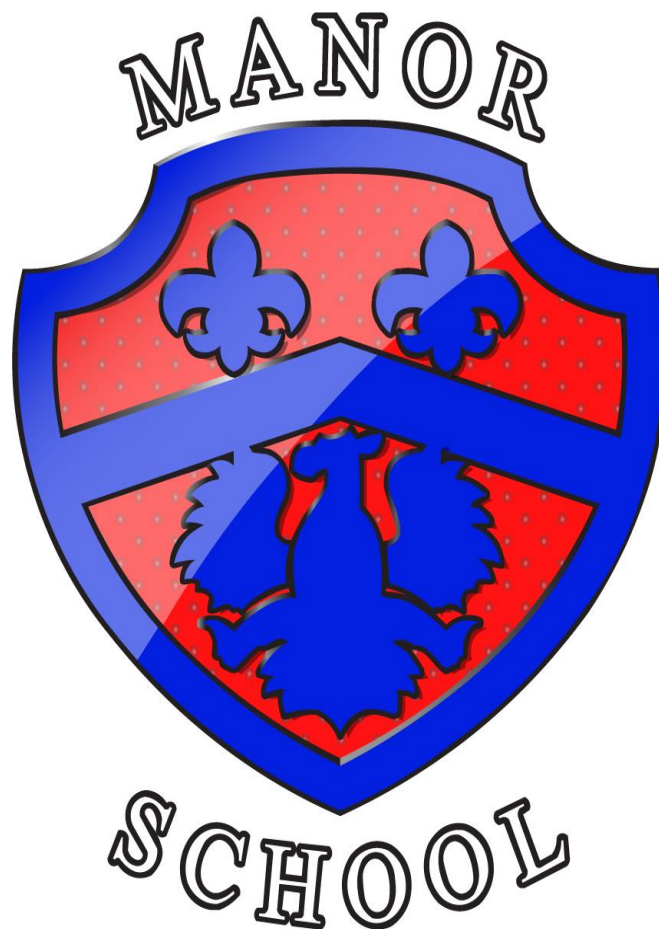


Manor Sandringham/Longbridge

Attendance Policy



November 2022

Rationale

At Manor we aim to encourage all pupils to attend school daily; thereby enabling them to take full advantage of the educational opportunities offered. It is an established fact that children who have a poor attendance and punctuality record at primary school tend to continue in this manner throughout their school life. Moreover, we believe that a positive approach to attendance will benefit the pupils not only while they are at school but also when they move on into their chosen careers.

To this purpose, parents will be informed of our school policy and encouraged to understand the importance of good attendance and punctuality.

Attendance is a priority on the School Development Plan.

Purpose

- To support parents or guardians in fulfilling their statutory duty in line with the 1996 Education Act.
- To identify pupils who may cause concern regarding attendance undertake legal proceedings against the parent or guardians if required.
- To recognise good attendance as paramount to raising levels of achievement.
- To promote and celebrate good attendance.
- To register accurately and efficiently according to the schools' guidelines
- To set annual targets for attendance in consultation with the Attendance Link Governor, Headteacher and the School Improvement Partner.
- To be able to analyse and ascertain reasons for any fall below a set target.
- Analysis of poor attendance and results.

Guidelines

- Governors will support the school in promoting good attendance e.g. by being available for school based panel meetings as and when considered appropriate.
- The governing body will agree terms of reference for the Attendance Link Governor
- Termly meetings will take place between the Attendance Link Governor, School Attendance Officers, PSA, DSL, and Headteacher to discuss attendance issues.
- Attendance figures are to be included in the termly Headteachers' report to Governors.
- A series of rewards/incentives will be used consistently throughout the school.
- Parents will be encouraged to sign the 'Home/School' agreement as confirmation of intent to support the school in promoting good attendance with their children.
- Parents will be encouraged to follow the procedures and notify the school about attendance issues as outlined in the School Prospectus.

School registers will be inspected regularly, and parents contacted in the case of:-

- Unauthorised absence
- Frequent short absences, particularly where a pattern emerges - e.g. every Friday.
- Persistent lateness
- Persistent absence

Contacts

- Parents are requested to phone the school on day one of an absence
- The parents of children who are absent and have not contacted school are sent a message via Parent Hub.

- Any parents who still fail to contact the school will be telephoned by the School Attendance Officer.
- Attendance of 90%, will trigger a letter from school. Following the letter the PSA, DSL or Attendance Officer will contact the parents to discuss attendance.
- Attendance details will be discussed with parents at our termly parent consultation meetings.

Attendance Information

- A record of all concerns, correspondence and meetings will be kept in school.
- A record of the weekly and half-termly attendance percentages will be kept.
- Class attendance trophies awarded each week in assembly.
- Termly treats are awarded for 100% attendance, which will take place at the beginning of the Spring and Summer terms and as close to the end of the academic year in July as possible to ensure true 100% attendance is rewarded.
- Children who achieve 100% attendance for the year will be invited to attend a treat with the Headteacher/Head of Schools
- The best attending class each term celebrates with a non uniform day.
- Staff will follow procedures for setting out and marking registers.
- The Governing Body will only grant leave of absence in exceptional circumstances. If a child is taken out of school, during term time for a holiday or visit abroad for an absence of 5 days or more a fine will be issued. The fine will be £60 per parent. The Local Authority will issue the fine and any appeals, regarding the penalty notice, will need to be made to the Headteacher.
- If a child does take any unauthorised leave of absence during term time, on their return to school they will have a follow meeting with a member of SLT
- Our schools policy will be reviewed annually and the effectiveness assessed.

Guidelines for staff

- On-line and paper based registers should be closed 10 minutes after the beginning of each session after which the child will be marked as late.
- Any pupil present a.m. and who, unexpectedly, does not return p.m. must be reported to the Attendance Officer immediately.
- Pupils' must keep the same number in the register throughout the year.
- Class teacher to enter pupil numbers for each session.
- Pupils' should only be taken off roll by the Attendance Officer.

Marking the register

- Please ensure that a pupil is marked present for the morning session with a sloping diagonal line in red ink. A pupil should be marked present for the afternoon session with a sloping line in red ink.
- Any pupil who is absent should be marked with a blue circle.
- If a note is received to explain a pupil's absence (or a note of a telephone call from a parent explaining a pupil's absence), then insert the appropriate letter code, in red ink, in the blue circle. The Attendance officer will amend the register
- Please ensure that the figures are correctly completed at the bottom of the daily column when the afternoon register has been closed.
- When you receive a note from a parent, please ensure that it is dated, initialed and sent to the office for filing.
- The Online register must be completed at the beginning of each session.
- Paper registers to be kept in the classrooms in case of a fire.

It is the duty of the Attendance Officer to complete the weekly and termly attendance figures (including authorised and unauthorised absences) at the appropriate times. Help or assistance appertaining to marking the register may be obtained by speaking to the Attendance Officer.

Persistent and severe will be addressed through analysis of the difficulties and will be looked at on an individual basis. (Persistent is where a pupil misses 10% or more of school severe is where a pupil misses 50% or more of school) Families who are causing concern will be referred to the DSL, PSA and other appropriate agencies. Fining families will be a last resort when all other available avenues have been explored.

Attendance Link Governor Terms of Reference

Aim

- Supporting the Headteacher and our schools on attendance matters
- Supporting parents by raising awareness of the need for good attendance
- Supporting pupils by celebrating good attendance
- Supporting Governors by keeping them informed of the issues/trends relating to attendance

Supporting the Headteacher

- To meet termly with the Headteacher and attendance team to discuss current data, identify issues and review policy.
- To consider with the Headteacher the schools' annual target for attendance.
- To assist the Headteacher in monitoring the following school trends in attendance including unauthorised absence and holidays during term time
- To ensure Governor representation on school based panel meetings as and when considered appropriate.

Supporting Parents

- Check the procedures relating to attendance are clearly stated in the school Prospectus.
- Check that reference to good attendance is included and promoted on the website and in the newsletters.
- To be available to consider with the Headteacher 'exceptional' attendance issues that parents have which fall outside the schools' normal procedures.
- To check that parents are kept informed about attendance throughout the year.

Supporting Pupils

By endorsing the use of the following rewards/incentives to acknowledge and celebrate good attendance:

- Top attending classes in each year group announced during the whole school assemblies. Trophies and certificates for each class.
- Dress down day for top attending class each term
- 100% attendance treat each term
- Treat for pupil and parent if 100% attendance for the year.

Review

Acknowledging that each school is unique these terms of reference should reflect the strengths and challenges of our school. The terms of reference should be reviewed annually with any recommendations for changes being submitted to the Governors.