



Lister Infant School

Attendance Policy

September 2017

ATTENDANCE Respect for all. Learners for life	A Safe & Happy School
OVERVIEW	
<p>Lister Infant School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential within a secure and happy learning environment.</p> <p>We recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We encourage good attendance for all pupils, by offering a welcoming, caring environment in which pupils feel wanted and secure and feel valued members of our school community.</p> <p>DCSF guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.</p> <p>To meet these objectives this school has established an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.</p>	
AIMS	
<ul style="list-style-type: none"> • To improve pupils' attendance • To reduce unauthorised absence • To improve punctuality and thereby raise pupil achievement. • To clarify procedures and expectations for staff, parents and pupils regarding attendance and measures for dealing with absence and thereby improve pupils' attainment and the home-school partnership. 	
STRATEGIES	
<p>In order to achieve our aims our school:</p> <p>REGISTRATION PROCEDURES</p> <ul style="list-style-type: none"> • Registers are taken twice daily. • Register are dated and clearly marked so that correct information may be entered by the office staff. • Morning registers are completed by 9.00am • If a child arrives late, an L is inserted and the time of arrival noted with a reason for lateness if possible. • Pupils arriving late to school must enter via the school office where this information will be recorded. <p>ABSENCE PROCEDURES</p> <p>First day contact is central to the school's attendance policy.</p> <ul style="list-style-type: none"> • If there is no contact or explanation on the first day of absence, the school will attempt to contact the parent by telephone and text message. • If no contact on second day of absence the school Learning Mentor or Head teacher will visit the home to ensure the well being of the child. • An absence will be considered as authorised if parents/carers provide an acceptable explanation by telephone, note, email, letter or verbal message. • The reason for absence must be as specific as possible (ie temperature, tonsillitis, rather than sick or unwell). • If there is no reason for absence given then it will be recorded as unauthorised. Percentage attendance and minutes late are recorded in the end of year individual school report. <p>AUTHORISING ABSENCES</p> <p>Only the school can authorise an absence. It is up to the school to decide if the explanation offered is a valid reason for absence or not. Obtaining clear and precise reasons for absence is an important part of identifying Child Protection concerns.</p> <ul style="list-style-type: none"> • Doctor/ dentist appointments are not absences unless the child misses the whole session. • A child who has a medical/dental appointment may be credited for the whole session provided s/he attends school at the first opportunity. The situation is the same for a child who leaves after registration for a good reason such as illness. • The special circumstances code will be considered for issues such as death in the family, moving house etc. Any doubts about requests for absence must be referred to the Headteacher. <p>FAMILY HOLIDAYS DURING TERM TIME</p> <p>A pupil's absence during term time can seriously disrupt his/her leaning. Not only do children miss the teaching provided on the days they are away, but they are also less prepared for the lessons building on that after their return. This may lead to the pupil's underachievement.</p> <p>Parents are strongly urged to avoid booking a holiday during term time. School never authorises holidays in term time. All holidays taken in term time will be considered for a Penalty Notice by the Educational Welfare Service. What constitutes exceptional circumstances will be determined by the Head teacher.</p>	

MONITORING

Registers are monitored every week:

- To pick up patterns of absence
- To pick up patterns of lateness
- To ensure procedures are followed
- To monitor the major causes of unauthorised absence
- To monitor the percentages of authorised and unauthorised attendance

Parents are informed by letter at the end of each term over concerns re lateness and absence. Letters are also sent in cases of significant improvement.

Where there is persistent non-attendance without reasonable explanation, the parent /carer will be invited to discuss the school's concerns over that individual child.

Where there is persistent absence that is authorised through sickness and that absence is affecting the child's progress, the school will invite the parents/carers to school to discuss what support can be offered. The school will investigate the pupil's circumstances within school to identify any school based issues which may be affecting the child's attendance.

LA

The school buys in the services of the Local Authority Attendance and Welfare Officer to work with families with children with an attendance record of 90% or less. Also children with 3 or more 'broken' weeks out of 5 are followed up.

GOVERNORS

The Governors monitor attendance through termly meetings with the Safeguarding Link Governor and the termly Headteacher's report and they communicate the message about good attendance at every opportunity.

RESPONSIBILITIES

PUPILS

- To attend school regularly for the full 190 days of the school year
- To arrive on time

PARENTS

- To ensure their children attend school regularly for the full school year
- To ensure their children arrive on time
- To contact the school on the first day of absence if their child is unable to attend providing a note or telephone call to explain the absence To book holidays in the thirteen weeks available
- To make every effort to make appointments outside school hours
- To support the school aim of raising achievement through full attendance
- To contact the school if worried about a pupil's attendance

SCHOOL

- To keep accurate registers
- To contact parents/carers on the first day of absence if a child fails to attend without a satisfactory explanation
- To have in place clear procedures to support parents on attendance issues
- To make parents/carers aware of their attendance responsibilities
- To regularly review registration and attendance procedures
- To promote and celebrate good attendance
- To have regard for equal opportunities, access, disability and ESL issues where they impinge on attendance and punctuality

THE LEARNING MENTOR:

- Monitor official registers and take actions where concerns have been identified
- Provide data to the Safeguarding Team during supervision meetings where attendance of a particular child is causing concern.
- Inform Governors of attendance records through termly reports provided for the Head teacher to report to governors at the termly meeting with the Safeguarding Link Governor and at meetings of the full governing body.
- Inform/meet with parents/carers whose child/ren's attendance causes concern.
- Make referrals to the Education Welfare Service (EWS).
- Open an EHAT if needed with parents of children whose attendance is of a continuing concern

EDUCATION WELFARE SERVICE:

- Support the school in achieving its targets and addressing concerns.

- Support families in ensuring their child/ren attend school regularly.
- Prepare and facilitate school attendance review meetings for attendance/punctuality.
- Contact you by phone, letter or home visit to discuss the schools concerns and how attendance and punctuality can be improved

Strategies to Encourage Good Attendance

- Children receive a dojo for each day they are in school AND on time
- Termly certificates for attendance over 97%
- Termly traffic light letters sent home informing parents of attendance to date
- Half termly letters sent home celebrating where attendance has improved or to alert when attendance needs to improve
- 100% attendance trophies awarded at end of school year.
- Targeted cohort working closely with learning mentor in relation to attendance and/or lateness
- Weekly celebrations during assembly in relation to attendance
- Class with best attendance on weekly basis all given extra dojo and are asked to look after Ted Lister (school mascot) for the week.
- All children in class with best attendance at the end of the year are awarded an attendance medal.

OUTCOMES

For all pupils to achieve their full potential through good attendance and participation in school life.

MONITORING EVALUATION REVIEW

Governors, senior leadership and staff and will review this policy annually.

MONITORING EVALUATION REVIEW

The School Leadership Team and the Governing Body monitor the effectiveness and efficiency and impact of this policy annually.

Date adopted	July 2013	Review Cycle	Annually	Last Reviewed	September 2017	Version	5
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