



## **St John's Primary School** **Attendance policy**

### **Rationale:**

St John's Primary school promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. Here at St. John's we take attendance very seriously. One of the key measures applied to the overall performance of the school is attendance and as such, we manage absence rigorously. It is in the best interests of the pupils and staff that the curriculum is delivered effectively and without the need to constantly address any gaps, which can be attributed to absence. We feel the whole school community takes responsibility for attendance.

### **Aims:**

- To raise attendance
- Improve punctuality
- To raise levels of achievement
- Maximise opportunities both in school and in later life
- The continued improvement in the education of all children at the school

### **Guidelines:**

#### **Reasons for absence**

Parents and carers are asked to contact the school office by phone, in writing or in person if their child needs to be absent from school. **School will take a decision about whether to authorise the absence.**

**Authorised absences include:** sickness; hospital appointments, dentist, religious holiday, clinic and funerals. Medical appointments should be arranged if possible outside the school day. Where this is not possible, it is expected that pupils only miss part of the day.

**Unauthorised absences include;** shopping, birthdays, visiting relatives, buying shoes, going for a haircut or parents/carers unwell.

If a child's attendance falls below 90% they will be monitored by the Attendance Service, which may result in parents, being fined.

#### **Holidays**

The school supports the view that every lesson counts and discourages parents from taking holidays in term time. Parents/carers have been provided with the latest information from the Attendance Service regarding holidays, which clearly states that parents/carers may be fined if they take their child/children on holiday during term-time.

**All holiday requests must be made in writing to the Headteacher prior to the holiday being taken and will not be authorised.**

### **Religious Holidays/Festivals**

**One day** is authorised when the religious holiday/festival takes place on a school day.

### **Response to absence**

If any child is absent from school and the school has not been notified about the child's absence, school will attempt to contact the parent/ carer on the first morning.

If the parent notifies the school of a child's reason for absence, but the child continues to be absent for more than three days, then an update check will be made by the school in the form of a phone call.

If the child continues to be absent the Attendance Officer or Parent Support Advisor will either carry out a home visit or consider a referral to the Attendance Service or the School Nurse.

Whenever the school is unable to contact a parent or carer of most vulnerable children – perhaps because of inaccurate/ outdated contact details - the Attendance Officer or the Parent Support Advisor would be asked to carry out a home visit.

If a reason is not given for an absence the Attendance Officer will contact parents for an explanation.

**Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences will trigger a meeting with the Headteacher, Parent Support Advisor or the Attendance Officer.**

Where children have persistent attendance problems the Headteacher **or the Attendance Officer** will invite parents/carers into school to a formal meeting. We follow Local Authority guidelines on monitoring attendance. **If absence rates are persistently low and school has concerns that the child's needs are not being met, a referral to Social Services will be made.**

### **Lateness:**

**School starts at 8.55am. School doors are closed at 9.00 am.**

Lateness is classed as any child coming into school between 9.00 am and 9:30am

All children arriving after 9.00 am will have minutes late recorded on the class electronic register.

**Arriving after 9:30 is late after registration and is therefore classed as an unauthorised absence.**

Lateness is monitored regularly. **Where children have persistent lateness problems, the Headteacher, Attendance Officer or Parent Support Advisor will invite the parents into school to a formal meeting.**

### **Monitoring and Evaluation:**

Throughout the year parents will be kept informed of school expectations and procedures through information shared via the website, newsletters and workshops.

**The school will employ a range of strategies to encourage good attendance and punctuality.**

### **Weekly**

The Headteacher reads out attendance percentages for each House during a whole school assembly which parents are invited to. During the assembly the attendance display in the hall will be updated. The children in any House whose attendance is 96.5% or above receive extra playtime on a Friday morning.

### **Termly**

Each child who has 100% attendance or who has only had one day off during the term receives a small prize during assembly.

The class who have been the most punctual throughout the term will be announced during assembly and will receive a reward.

Each class who have had 100% attendance for the week will receive a certificate in assembly. The class with the most certificates at the end of the term will receive a small prize.

### **Yearly**

Each child with 100% attendance for the whole school year will be presented with a trophy.

Each class who have the most 100% weeks throughout the academic year will be rewarded.

The class with the highest attendance for the academic year will be rewarded.

### **Procedures:**

- Registers of all classes are kept and monitored by the office staff daily.
- Log kept of all children who arrive late.
- Log kept of all children daily for whom no notification for absence has been received and of phone calls made to parents.

### **Lateness and attendance figures scrutinised on a half-termly basis:**

-After six episodes of lateness in a half-term the school's Attendance Officer will send a letter to parents and offer advice and support.

-If the situation does not improve the parents will be invited to a formal meeting with the Headteacher, Attendance Officer or Parent Support Advisor.

-Any child with an attendance of under 90% will have their records examined and if need be drawn to the attention of the Attendance Service.

-Any child with an attendance of under 95% but of 90% or above will have their records checked by the Attendance Officer and if need be will be monitored by school.

Attendance figures to be analysed monthly by class, year group and whole school. These figures will be given to the Chair of Governors. The school will meet regularly with the Attendance Officer to discuss figures. All practices will be reviewed annually.

A detailed analysis of attendance figures will be carried out monthly for all groups of children; this information will be shared with governors. School meet regularly with the Attendance Officer to discuss figures. All practices will be reviewed annually.

September 2019

To be reviewed September 2020