

# Beverley St Nicholas Primary School



## Attendance Policy

## **SCHOOL VISION STATEMENT**

Our vision at Beverley St Nicholas Community Primary School is to create a warm, supportive, nurturing, secure and happy learning environment where everyone feels valued and is encouraged to recognise and achieve his/her full potential.

### **OUR AIMS ARE:**

- To provide a happy, caring and stimulating environment where quality relationships are important and each individual is valued and respected
- To enable everyone to experience success and help pupils develop lively, enquiring, imaginative and creative minds and reach their full potential
- To prepare children for the challenges and opportunities of adulthood in a changing world
- To provide an exciting, broad, balanced and relevant curriculum appropriate for individual needs
- To fulfil potential in all areas of school life
- To work together in partnership with parents so that they are fully informed and involved in their children's education

## **INCLUSION STATEMENT**

Beverley St Nicholas Primary School is committed to creating a school in which the teaching and learning, achievements, attitudes and well being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.

The staff of Beverley St. Nicholas C.P. School are committed, in partnership with the parents, pupils, governors and the Local Authority, to building a school which serves the community commendably, and of which the community is proud.

The school staff, alongside the LA, firmly believe that all pupils benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

### **Expectations**

#### **We expect that all pupils will:**

- Attend school regularly;
- Attend school punctually;
- Attend school appropriately prepared for the day;
- Discuss promptly with their class teacher, any problems that deter them from attending school.

#### **We expect that all parents/carers/persons who have day-to-day responsibility for the children and young people will:**

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- Ensure that they contact the school whenever the child/children is unable to attend school;
- Contact the school on the first day of the child's absence and send a note on their return to school;
- Contact the school promptly whenever any problem occurs that may keep the child away from school.

#### **We expect that school staff will:**

- Keep regular and accurate records of attendance for all pupils, at least twice daily;
- Monitor every pupil's attendance;
- Contact parents/carers on the first day of absence when a pupil fails to attend where no message has been received to explain the absence.

- Follow up all unexplained absences to obtain notes authorising the absence;
- Encourage good attendance;
- Provide a welcoming atmosphere for children;
- Provide a safe learning environment;
- Provide a sympathetic response to any pupil's concerns;
- Make initial enquires of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the LA's expectations with regard to regular school attendance;
- Refer irregular or unjustified patterns of attendance to the Education Welfare Service;
- Meet, where possible, the requirements of the UN Convention - The Rights of The Child, by ensuring that children are consulted in all decisions that relate to them.

## **Holidays**

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. If a family holiday in term time is unavoidable, a holiday form must be completed prior to the holiday. This can be obtained from the school office. The Headteacher will then decide whether or not to authorise the absences. Headteachers, on behalf of the Governors, can grant leave, at their discretion, for up to ten days in any school year. No parents/carers can demand leave absence for their child/children as a right.

The Headteacher will decide whether or not authorise the absence having considered:

- The child's record of attendance;
- That the holiday does not exceed the maximum of ten school days in any one year (unless it is felt that the experience would be of beneficial educational value to the child or it is an exceptional circumstance);
- The time of the holiday, ensuring that it would not prevent the child from missing any important examination/assessments.

## **Encouraging Attendance**

Beverley St. Nicholas C.P. School encourages regular attendance in the following ways:

- By providing a caring and welcoming learning environment;
- By responding promptly to a child's or parent's/carer's concerns about the school or other pupils;
- By marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at school after the close of the register without a written explanation, the lateness will be recorded as an unauthorised absence and the pupil's name recorded in the late book in case of a fire drill;
- By publishing and displaying attendance statistics;
- By celebrating good and improved attendance;
- By monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Education Welfare Service if the irregular attendance continues.

### **Responding to Non-Attendance**

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10a.m. the school will endeavour to contact them that day. If the family are not on the telephone, a letter will be sent.
- If there is no response, the school will continue to try contact the parent/carer. If, by the end of the second day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to parents/carers to invite them into school to discuss their concerns. The school will tell parents that if the absence persists that a referral will be made to the Education Welfare Service.
- Failure to comply with the expectations set by the EWS may result in further action, court prosecution or fixed penalty notice.

### **Changing Schools**

It is important that if families decide to send the child/children in their care to a different school that they inform Beverley St. Nicholas C.P. school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting the next;
- The address of the new school;

- The new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

### **School Organisation**

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

#### **Head Teacher, Governors and designated member of school staff with overall responsibility for attendance to:**

- Adopt the whole policy;
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Initiate a scheme for contacting parents on the first day of absence;
- Ensure that key staff have time for liaison and follow-up work with the EWO and appropriate access to attendance data;
- Consult and liaise closely with the EWO on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay;
- To work in close collaboration with the EWO during their termly/half termly register analysis;
- Institute an attendance award scheme with assemblies, certificates and rewards;
- Monitor and evaluate attendance with the EWO.
- To ensure that registers are completed accurately and punctually.

#### **Non teaching and Administration staff**

- To complete registers accurately and punctually at least twice daily;
- To follow up any unexplained non-attendance;
- To record all reasons for absences in the register;
- To inform the designated person in charge of overall attendance, of concerns;

- To be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Head teacher.

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