



Attendance Policy

September 2018

Rational

Crown Imperial School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for all.

The school strives to promote a welcoming, caring and safe environment where each member of the school community feels wanted and secure.

All staff will work with pupils, parents and carers to help them meet their legal responsibility, in ensuring their children attend school regularly.

The school will establish effective systems of incentives and rewards which acknowledges the efforts of pupils to improve their attendance.

Parents who give low priority to attendance and punctuality will be challenged.

Aims

1) To promote the highest possible levels of attendance by pupils the school will:-

- Establish attendance as high profile
- Apply the attendance policy consistently
- Monitor progress in attendance and report to the School board.
- Endeavour to improve pupils punctuality
- Discourage term time holidays in accordance with the Behaviour & Attendance Partnership Policy

2) The school will make attendance and punctuality a priority for all those associated with the school by:-

- Regularly reporting attendance data to the school governors
- Informing parents of school times, term dates and training days
- Having clear procedures for parents to inform staff of pupils absence or lateness
- Promoting attendance and punctuality through clear communication with parents
- Liaising with the Education Welfare Service
- Using reward systems for good/improved attendance/punctuality

3) The school will develop a frame work which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks by:-

- Identifying designated staff to be responsible for first day of absence contact
- Ensuring clearly defined late registration procedures
- Having clear procedures and records of intervention regarding attendance concerns
- Identifying designated staff to liaise with the Education Welfare Service re attendance issues
- Reviewing attendance regularly

4) The school will provide support, advice and guidance to parents and pupils by:-

- Highlighting attendance in PSHE, assemblies and parents meetings
- Improving communication between school and parents
- Informing parents when a pupils attendance falls below 95%
- Providing parents with accurate and up to date information
- Making staff available to speak with parents

5) The school will develop a systematic approach to gathering and analysing attendance data by:-

- Consistent use of attendance codes following relevant guidance
- Identifying and collecting information on developing patterns of irregular attendance and punctuality
- Providing attendance information for the board, head teacher, relevant staff, and parents

6) The school will further develop positive and consistent communication between home and school by:-

- Initiating first day absence contact
- Making full use of computer generated letters
- Promoting expectation of school
- Encouraging parents to visit/communicate with the school

7) The school will use a system of rewards and sanctions by:-

- Actively promoting attendance with associated rewards
- Ensuring fairness and consistent implementation of rewards
- Working in partnership with the parent Forum, behavioural support, and parents where attendance is poor.

8) The school will promote effective partnership with the education service and other key services by:-

- Ensuring the attendance register and admission details are accurate and up to date
- Carrying out initial enquiries and interventions regarding attendance issues
- Gathering and recording relevant information to refer any concerns to the Management.
- Identifying key staff to liaise with the Parent concerned.
- Supporting the School board in the use of enforcement tools, when appropriate to do so

Roles and Responsibilities

Parents

- It is the legal responsibility of every parent/carer to ensure their child attends school regularly and punctually
- Parents must contact the school without delay to report any absence and contact the school on any subsequent day of absence
- Parents must ensure that the school has up to date contact details
- Parents must encourage their children to have a good attitude to learning and attendance
- Parents must work in partnership with the school to promote the best interest of their child

School Administration team

- To monitor attendance on a daily basis
- Ensure correct attendance codes are used
- To mark pupils arriving during registration as L (late) and those who arrive after the register has closed (30 minutes after the start of the session) as U (unauthorised absence)
- Maintain and update all contact information
- Prepare attendance data report for the Head Teacher every half term
- Send reminder letters to parents/carers re clearing unexplained absences every week

School Administrator Responsible for Attendance

- Will prepare a weekly list of pupil's with less than 90% attendance
- Will identify and monitor pupils at risk of becoming persistent absentees, using the Sims system
- Will contact parents/carers if attendance/punctuality becomes a concern by telephone/letter
- To make first day absence telephone calls
- To send text/letter if no response to call
- If necessary will arrange an action plan meeting in school with parent/carers
- If parent/carer fails to attend meeting will ask class teacher to carry out a home visit
- Will hold review meetings with parent/carer
- Will maintain pupil notes regarding attendance issues

Class teachers

- To record accurate details of attendance at the beginning of each session.
- Pass information regarding absence to the administration office
- Will speak to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work
- Present termly certificates and awards

Head of School

- Ensure there are named key members of staff with responsibility for attendance
- Submit reports to the governing body on various aspects of pupil attendance, including measuring progress against targets
- Ensure a whole school approach to the development and implementation of the school attendance policy
- Encourage staff, including ancillary and administrative staff, to see attendance as part of their responsibility
- Offer clear guidance to parents with regard to their legal responsibilities in relation to attendance matters and information on attendance procedures
- Establish clear channels of communication between school and parents
- Chair attendance action plan meetings

Conclusion

All staff will be made fully aware of this policy and it will be applied fairly and consistently to all pupils. It is designed to be a useful living document and will be the subject of a regular review.

Date of Policy/Reviewed: September 2021 – to be reviewed annually