



At St Andrew's, children will be taught to become reflective about beliefs and values, use their imagination and creativity to develop curiosity in their learning. They will be helped to develop and apply an understanding of right and wrong both in their school life and life outside school and be encouraged to take part in activities to develop their social skills. Children will develop an awareness of and respect for diversity in relation to gender, race, religion and disability. All pupils will have the same access to all areas of the curriculum regardless of their gender, race or cultural background.

Attendance Policy

Rationale

Good attendance at school is essential for a child's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that the parent/carer informs school of the reasons for absence as soon as possible.

- ✓ The Education Act 1996 requires parents and carers to ensure that their child receives efficient full time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- ✓ Education Pupil Registration England Amendment Regulations 2013 came into force on 1st September 2013 stating that Headteachers cannot grant leave of absence during term time unless there are exceptional circumstances: this will impact on the number of unauthorised absences ie dental/medical appointments. The 2007 Regulations state that from 1st September 2013, parents may have to pay a fine of between £60 to £120, (we are currently awaiting further guidance on this matter).

School Responsibilities

Regular attendance at school is essential to promote the education of all pupils; this policy has been developed jointly by both St Andrew's CE (VA) Infant School and St Andrew's CE (VA) Junior School to ensure continuity and best practice. Both schools work hard to improve attendance and ensure our figures are above the national trend when comparing our schools to similar schools both locally and nationally.

Both schools will continue to take appropriate action when necessary in order to promote the aims of this policy.

Aims

- To maximise attendance of all children – thus supporting achievement and learning
- To provide environments that encourage regular attendance and makes attendance and punctuality a priority for all those associated with both schools.
- To monitor, communicate and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data termly/annually to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education welfare - (Duncan Thorpe – 01422 266125) and other multi-agency teams.

Roles and Responsibilities:

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

The Governing Body

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

Headteacher

- To ensure that effective systems are in place to accurately reflect individual pupils, groups and whole school attendance and punctuality patterns across both schools.
- To provide Governors with information to enable them to evaluate the success of policy and practice.

School Business Manager

- To termly monitor individual pupil, group and whole school attendance and punctuality.

- To issue termly, and annual 100% Attendance Certificates/trophies to be presented during Worship.
- To work in partnership with key agencies if attendance and/or punctuality is a key issue.
- To write to parents/carers regarding any concerns about their child's attendance, in liaison with the Headteacher.
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

Class Teacher

- To provide an accurate record of attendance for each child in their class.
- To record the reasons for absence given to them appropriately.
- To respond promptly to any issue raised in weekly analysis if registers by office staff.
- To organise work to be sent home for children in their lessons who are expected to be absent from school due to long term illness.

Office Staff

- To record children arriving late or leaving early on a daily basis.
- To prepare, manage and coordinate the use of the SIMS Attendance Manager.
- To monitor and track attendance patterns for all children and prepare attendance reports when necessary.
- To contact any parent/carer who has not informed the school to why their child is absent on the first day of absence.
- To ensure a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgement in conjunction with the Headteacher whether an absence is authorised or unauthorised.

Education Welfare Officer

- To enforce the law regarding school attendance.
- To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

Administration

Both schools use an IT based attendance manager to store and monitor its legal responsibilities in relation to attendance.

Consultation, Monitoring and Review

This policy will be reviewed annually to ensure adequacy and appropriateness. Any changes made based on the review will be documented and all staff informed.

Policy written: December 2013

Consultation with staff and parents/carers: January 2014

Date of first review: June 2014

