

Attendance Policy

The Federation of Rawcliffe Bridge and Rawcliffe Primary Schools



Be kind. Be inspired. Be you.

Adjustments may be necessary due to COVID19, but the following policy will be implemented in full when health and safety guidelines allow. The fundamental principles of the policy remain.

Rationale

The Federation of Rawcliffe Bridge and Rawcliffe Primary Schools seeks to ensure that all its pupils receive a full-time education which maximises opportunities for all.

Each 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 Federation will establish appropriate and effective systems of incentives and rewards which acknowledges the efforts of pupils and families to improve 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 Federation will:-

- Establish attendance as high profile
- Apply the attendance policy consistently
- Monitor progress in attendance and report to the governors
- Endeavour to support families to improve pupils' punctuality
- Discourage and not authorise term time holidays in accordance with the Behaviour & Attendance Partnership Policy

2) The Federation will make attendance and punctuality a priority for all those associated with the schools 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
- Displaying materials promoting the importance of high rates of attendance
- Liaising with the Education Welfare Service

3) The Federation 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 Federation will provide support, advice and guidance to parents and pupils by:-

- Highlighting attendance in assemblies and parents' meetings
- Improving communication between the schools and parents
- Informing parents when a pupils' attendance falls below 90%
- Providing parents with accurate and up to date information
- Making opportunities for staff to speak with parents

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

- Consistent use of attendance codes following Local Authority (LA) guidance
- Identifying and collecting information on developing patterns of irregular attendance and punctuality
- Providing attendance information for the head teacher, governors, relevant staff, education welfare service and parents

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

- Initiating first day absence contact
- Promoting expectation of school
- Encouraging parents to visit/communicate with the school

7) The Federation 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 education welfare service
- Identifying key staff to liaise with the education welfare service and other agencies related to attendance
- Supporting the education welfare service 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
- Must contact the school without delay to report any absence
- Ensure that the school has up-to-date contact details
- Adhere to the school's policy with regard to holiday absence
- Ensure their children have a good attitude to learning and attendance
- 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
- Maintain and update all contact information
- Prepare attendance data report for the headteacher every half term
- Send reminder letters to parents/carers re clearing unexplained absences every half term

School Business Management Team (SBMT) and Headteacher

- Will prepare a bi-weekly list of pupils with less than 90% attendance
- Will identify and monitor pupils at risk of becoming persistent absentees, using Scholarpack
- Will contact parents/carers if attendance/punctuality becomes a concern by telephone/letter
- To make first day absence telephone calls
- To send 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 do a home visit
- Will hold review meetings with parent/carer
- Will maintain pupil notes regarding attendance issues
- If required will make a referral to the Education Welfare Service and liaise with the Education Welfare Officer

Class teachers

- To record accurate details of attendance at the beginning of each session.
- 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)
- 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

Headteacher

- 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 Federation approach to the development and implementation of the 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
- Work closely with the Education Welfare Service with regards to enforcement action

Governing body

- The governing body is required by legislation to see that registers are kept correctly
- Are required to publish an annual report for parents which includes reference to the schools' attendance figures
- Should review attendance statistics and trends and support measures to improve attendance
- Appoint a governor with specific responsibility for attendance matters and ensure this Governor is available to attend meetings with parents

Education Welfare Service

- An area Education Welfare Officer will advise on policy, strategies and legal requirements
- The area Education Welfare Officer will advise in identifying attendance concerns and becoming familiar with the procedures and documentation required for referring attendance concerns to the Education Welfare Service
- The allocated Education Welfare Officer will liaise with school staff following referral to the service.

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.

Other Relevant Policies and Guidance:

- Positive Behaviour Policy
- Pupils with Health Needs Attendance Policy
- East Riding Local Authority's 'Absence from School for Exceptional Circumstances' Form and Guidance

