

## Attendance Policy

<b>Committee Name:</b>	Whole Governing Body
<b>Date of Approval:</b>	June 2019
<b>Validity Date:</b>	June 2019-June 2021
<b>Person responsible:</b>	Head Teacher

**‘Together we live and grow in the love of Jesus Christ.’**

St. Saviour’s School’s class registers are marked according to the regulations laid down by The Department for Education and the guidelines issued by Westminster City Council.

St Saviour’s C. of E. Primary School was founded by and is part of the London Diocesan Board for Schools (LDBS). The school is to be conducted as a Church of England school in accordance with Canon Law and the teachings of the Anglican Church and in accordance with the Diocese of London. At all times, the school is to serve as a witness for the Christian Faith in Our Lord Jesus Christ.

The school recognises the importance of regular and punctual attendance. These factors are considered an essential element towards the successful education of the individual child. Parents are regularly encouraged to adopt this view and reminded of this in the School Newsletter.

Parents and carers are made aware at the time of admission, as well as periodically throughout the year, decisions regarding the authorisation of absences are the responsibility of the school and not that of parents or carers.

### Registration and Registers

Electronic registers using Schools Information Management System (SIMS) are taken at the beginning of each session (i.e. 8:55 a.m. and 1:15 p.m.). These are checked by Miss Simmons and appropriate action will be taken if a child is absent or a pattern of absence has been detected.

Parents are aware they need to inform the school office of any absence between 8.00am – 8.30a.m via a telephone call. If such notification has not been received, Miss Simmons and Miss Rogers will contact the parent(s) for an explanation of absence.

All absence must have an accompanying letter of excuse from parents or carers. These letters are collected by Miss Simmons who will ensure that these are kept up to date and in order. School staff need not accept a parental explanation for a child’s absence, whether written, telephoned or given in person if they doubt the explanation.

If a letter has not been received, Miss Simmons will send a form home asking parents/carers for an explanation. One of these letters can be used to assist parents for whom English is an additional language, if this is appropriate.

### Monitoring Attendance

The school has very high expectations of pupil attendance, our annual target is 97%. It is important to monitor the attendance levels of the whole school, groups and on an individual basis. Attendance is monitored at the end

of every half term. Pupils or groups achieving less than 90% will be identified and, where appropriate, parents will be contacted. Please see appendix A for monitoring sheet.

The monitoring sheet displays the attendance of the school's largest groups: English as an Additional Language (EAL), Special Educational Need (SEN), Free School Meals (FSM), White British, Any other white background, any other mixed background and African. Other groups will be monitored if patterns begin to appear. We will so monitor the attendance of the children identified as potentially vulnerable

The School's Attendance Officer examines the school registers every half term. She will have print outs provided for her which will assist in locating patterns of absence and lateness. Having reviewed the registers, a meeting is held with Ms. Woodford and Miss Simmons to discuss her findings. A number of actions may be taken as a result:

1. If a child's absence falls below 90%, it may be decided that the child's name needs to be highlighted to await results from the next half term review.
2. It may be that Ms. Woodford is already aware of family circumstances or other difficulties and the situation will be monitored.
3. An e-mail may be written to the parents/carers expressing concern, with an explanatory readout, asking for improvements over the next half term.
4. A letter requesting a meeting with the parents/carer will be written if no improvement has been noted.
5. A referral to the Educational Welfare Service may be written if all previous actions have proved unsuccessful.
6. A fine will be issued by Educational Welfare Service.

Miss Simmons will note most issues surrounding absence. However, if a teacher or other member of staff has any concerns about attendance they are aware of the need to discuss the matter with Ms. Woodford.

### **Holidays During The School Term**

Holidays during term time are actively discouraged. Parents are informed of this on a regular basis in the School Newsletter. Term dates are clearly displayed on the school website. If, in extreme circumstances, parents need to take children out of school for any reason, they must complete a holiday request form **before** any travel arrangements are made.

Only in **exceptional circumstances** will leave of absence be granted but **will not** be allowed during end of Key Stage assessments. The approval of a leave of absence is at the Headteacher's discretion and parents must ensure that their child returns to school after the agreed period. If, for whatever reason, there is the possibility of a delay in returning, it is the parents' responsibility to contact the school to explain the reason for this.

***If a pupil does not return to school on the date agreed, the school will take steps to contact the parent/family to enquire of the child's whereabouts. The school will also liaise with the Attendance Officer regarding removal of the child from the school register.***

Ms. Woodford will review any request for absence in line with this policy and a decision to authorise or not will be made on the amount of time taken previously and progress made by the individual child. The overall percentage attendance will also be taken into account. A record book of holidays taken during term time is maintained in the School Office for reference as well as a file of completed holiday request forms.

Parents will receive a letter informing them of the decision. If an absence is taken after it has not been approved or without prior request, a referral will be made to the Educational Welfare Service. The school will not provide homework during holiday taken in term time. Advice will be given about the writing of journals and additional books that can be purchased.

## **The School Day**

The school day begins at 8:45 a.m. when Ms. Woodford or a Senior Member of Staff opens the entrance gate. This allows children ten minutes playing time for those who arrive early. The gate is locked at 8:55 a.m. and children are considered to be late after this time.

An electronic entry system is kept every morning by a member of staff. This records the name of every child who enters the building via the front door and the time of arrival. At the end of each half term, this inventory is monitored and parents informed if there are more than five entries for their child/ren.

Data on absence and lateness is used for a number of purposes. Percentage attendance and lateness figures are recorded on the front cover of every child's Annual Report. These figures are accompanied by a grade (e.g. excellent, good, average, below average, poor), which helps to prevent misunderstandings.

Figures are also used when monitoring the progress of individual children and whether they have achieved their agreed academic targets or not. They can be used as evidence to show parents how important regular attendance can be. Evidence is also used to determine areas of concern for target groups or complete classes. This information is regularly supplied to Governors so that they can have a clearer overview of the data collected and how this is used.

Children who achieve 100% attendance will be awarded a special hooded sweatshirt. These are awarded at the Leavers' Service in July.

## **End of Day Arrangements**

If a child is not collected at the normal dismissal time, their parents will be contacted. If, by 3:40 p.m., the child is still on the school premises, they will be accommodated in the Wrap Around Club. A charge for the amount of time spent at this facility will be made to cover staffing costs.

On Friday, there is no Wrap Around Club. On this day, children will be kept in the School Office until somebody collects them. A similar charge will be made to parents as on other days of the week.

## **First Day Contact**

On the first day a child is sick, we ask that parents call the office between 8:00 a.m. and 8:30 a.m. to report this and when the child returns to school to provide a letter to explain the reason for absence. Where there is concern over a child or family's record of absence, the school office will telephone the family home on the first day of absence if no contact has been made by parents or carers.

When a child is reported sick, it is assumed they will be absent for the whole day. If an improvement is noticed during the day, it is always best for the child to remain at home. No late admission will be allowed.

## **Children in Looked After Care**

The school works closely with Social and Community Services and the Education Department to ensure that children in public care are monitored closely. Continuity with vulnerable children is essential and all staff are made aware of essential circumstances surrounding particular children. Planning meetings are held regularly to ensure that contact details are kept up to date and to help prevent the occurrence of irregular attendance.

## **When pupils go missing from school between Nursery and Year Six:**

- If the new school is known to the school, we will contact the new school and ensure records are sent without delay.

- If a pupil is withdrawn from the school having not reached the normal date of transfer, due to a family move or any other reason, all efforts will be made to identify any new address and the new school the child has been admitted to. We will ensure their educational records are sent without delay to the child's new school.
- If the parent/carer fails to provide this information, an urgent referral will be made to the Duty Desk and advice will be sought from the Bi-Borough lead on Safeguarding. Advice will also be sought from the school Attendance Officer and further enquires will be made. If this school receives educational records concerning a child who is not registered with us, the records will be returned promptly to the sending school with a note, advising them to refer to their LA's Children's Services Department. **A child's name will only be removed from the School's Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the Local Team Manager in the Integrated Child Support Service.**

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children's Services and will, where appropriate, be shared with the parents/carer in advance of the meeting.

The school will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

Child Protection records will be sent to receiving schools separately and under a confidential cover.

### How We Encourage Good Attendance

At St. Saviour's School, we feel it is essential that children attend regularly in order to fulfil their potential. The law requires parents to ensure that their children attend school regularly and punctually. Absence from class means that pupils quickly miss key ideas and skills and, therefore, find it difficult to succeed in other lessons. Most children enjoy being with their friends and learn important social lessons from them. We feel that it is good to be a part of something and sad to feel left out.

We feel that we have a positive approach to attendance and like to encourage good practice by:

- ✓ Additional Golden Time Prize for the class with the best whole-class attendance awarded every week. This information will be published in the weekly Newsletter.
- ✓ Children who achieve 100% attendance across the whole year are awarded a certificate and a special "hoodie" sweatshirt at the Leavers' Service. These garments are only available to these children and are not for part of the wider school uniform. Children gaining this award are allowed to wear their hoodies as part of their uniform.

We feel that it is helpful to establish and maintain good communications between parents, pupils and the school. Therefore, we encourage that:

### **The Pupil should expect to:**

- ✓ Listen to parents and to teachers
- ✓ Think about how they might miss out on school work and friendships
- ✓ Have a say in plans which affect them
- ✓ Continue to do school work regularly during the period of leave

**The Parents should expect to:**

- ✓ Discuss plans with the school well in advance
- ✓ Listen to the child and the teachers
- ✓ Seek the permission of school by using the Holiday Request form before any arrangements are made
- ✓ Help the child stay in touch with school work and with friends
- ✓ Return on the appropriate date
- ✓ Let the school know if there are exceptional circumstances that prevent return

**The School should expect to:**

- ✓ Listen to the child and parent
- ✓ Respect family and cultural values
- ✓ Discuss the risks and the benefits to the child honestly and openly
- ✓ Communicate the School's policy clearly to pupils, parents and the community
- ✓ Offer the pupil support to derive positive value from extended leave and to minimise its negative effects
- ✓ Operate within legislation and LEA guidance.

**Appendix A, Monitoring Sheet:**



**School Attendance YEAR XXXX XXXX TERM**

There were XXX pupils on roll for XXXX and our overall attendance was XXX%.

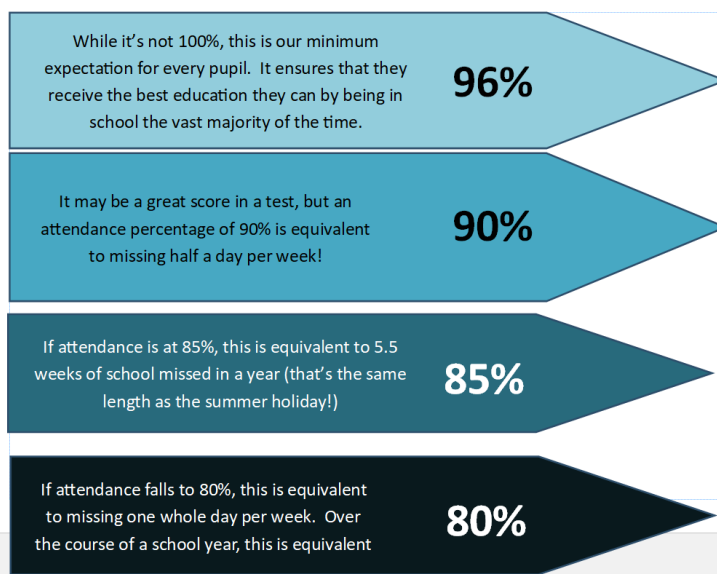
PERCENTAGE ATTENDANCE			
GROUP		% ATT	PUPILS
	<b>OVERALL</b>		
GENDER	BOYS		
	GIRLS		
FSM	FSM		
	NON-FSM		
EVER 6	EVER 6		
	NON-EVER 6		
PUPIL PREMIUM	PP		
	NON-PP		
EAL	EAL		
	NON-EAL		
SEN	SEN		
	NON-SEN		

ABSENCE INFORMATION		
ETHNICITY GROUPS (TOP 10)	% ATT	PUPILS
White - British		
White Other		
White Western European		
Any other mixed		
White Eastern European		
Other Black African		
White and Black Caribbean		
Any other Black		
White and Black African		
White and Asian		

**Pupils Attendance which was less than or = to 90% Total**

Surname	Forename	Year	Attendance %	Gender	SEN	Leaver	EAL	LAC	FSM	Ever 6	PP	Notes

**Appendix B, Attendance Display (taken from local RBKC School):**



If your child is missing...	That is...	That is...	Over 13 years of school, that is...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly one year
30 minutes per day	2 hours 30 minutes per week	4 weeks per year	Nearly one a half years
60 minutes	5 hours per week	8 weeks per year	Over two and a half years