



# Dallimore Primary and Nursery School

## Attendance Policy

### Good Attendance

Good attendance is essential if children are to take full advantage of opportunities offered to them at school and to develop the educational and social skills which are to equip them for life.

We aim to achieve good attendance by implementing this policy through the ethos of the school whereby parents and carers, staff, children and the Education Welfare Service can work together in partnership.

Staff encourage good attendance by liaison with families. We consult other agencies when this is appropriate. We monitor attendance and work to solve any identified problems quickly.

Our attendance policy is based on equal opportunities for all.

### We aim to:

- Promote good attendance as the norm, encouraging the government recommended rate of 95% or above for each child
- Help every child to reach their maximum potential unhindered by unnecessary breaks in their school life
- Demonstrate that good attendance is valued by the school
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement in increased attendance and dealing with difficulties

### To achieve this we:

- Help children to be more aware of the importance of regular attendance and punctuality by classroom discussion, visiting speakers and a reward system
- Communicate with parents in relation to their child's attendance
- Recognise and support the key role of all staff in promoting and monitoring good attendance
- Continue regular contact with the Education Welfare Officer

### Rewards for good attendance

- The whole class with the highest attendance rate of the previous week is recognised in Assembly on Monday morning and rewarded with additional playtimes/ treats.
- 100% attendance is rewarded each term through treats, stickers and certificates and all children over 95% are entered into a prize draw. Those children with 100% for the whole year are taken bowling at the end of the academic year.

## Communication with Parents

The school communicates regularly with parents about attendance issues through newsletters and parent consultations. All parents are issued with a copy of this policy when their child is admitted to school (including Nursery). Copies are also available in the school office and on the school website.

Parents are informed individually, by letter if the attendance of their child is causing concern.

## Responsibilities

The School Business Manager is the attendance co-ordinator and is responsible for:

- The attendance policy and organisation of a regular review
- The organisation of rewards for good attendance
- Liaison with the Education Welfare Officer
- Supporting staff in monitoring and dealing with problems
- Supporting families and children in sorting out difficulties
- Publicising the school's attendance record when required
- Ensuring that the information entered into the MIS from registers is accurate and up to date.
- Producing various reports required by the Headteacher, governors and the Local Authority

## The Business Assistant is responsible for

- Undertaking **First Day Response** for children who are absent:
  - by text before 9.30am,
  - if no response from parent/carers contact is made by telephone before 10.30
  - if no response then the next contact held on the child's record is contacted and a letter is sent by 1<sup>st</sup> class external mail.
  - If the family are subject to a child protection/ child in need plan/ Multi-Agency work then the relevant worker should be contacted by 11.00 am to inform them of the absence/ lack of response.
- Undertaking a **second day response procedure by repeating the steps above.** When children are still absent on the third day and no further communication has been received a letter is sent by 1<sup>st</sup> class external mail.
- Collating an evacuation report following the submission of the electronic registers, entering the appropriate codes for children who are absent and those arriving late, after the gates have closed at 8.55am and when the registration period has closed at 9.10 am.
- Recording verbal and telephone messages from parents in writing and passing on this information to class teachers (via the electronic registration system), School Business Manager, Headteacher, designated safeguarding lead, EWO or Family Support Worker where appropriate.

## The class teacher is responsible for:

- Ensuring that the registers are completed accurately at the beginning of each session
- Liaising with the Headteacher/ School Business Manager with regard to any concerns regarding attendance and patterns of absence or punctuality
- Ensuring, along with colleagues, that the ethos in the class and the school is supportive of good attendance

The family is responsible for:

- Making sure that their child attends school regularly and punctually unless prevented by illness or medical appointments
- Letting the school know as soon as possible why their child is absent
- Providing medical/ dental appointment information as necessary
- Talking to the class teacher or Headteacher as soon as possible about any child's reluctance to come to school, so that problems can be identified quickly and dealt with

**Requests for leave for exceptional circumstances**

- The amendments to the Education (pupil registration) (England) Regulations 2006 which came into force on 1<sup>st</sup> September 2013 states that the Headteacher may not grant leave of absence for holidays during term time.
- The school may authorise absence if there are exceptional circumstances such as the wedding of a family member, death of a close relative, caring commitments of a close relative.
- All requests must be made in writing at least two weeks in advance

See attached appendix for further details.

**Date of policy: July 2016**  
**Review date: July 2017**