



# Warberry Primary School

## Attendance Policy

## **Philosophy**

Warberry Primary School is committed to providing a full and efficient education experience for all pupils. We believe that in order for pupils to achieve their potential, good attendance is vital. Warberry Primary School does all it can in terms of organization in order to maximise attendance for all pupils. Any problems that impede full attendance will be identified and addressed without delay.

Warberry Primary School celebrates achievement and because attendance is so crucial to children doing well, we actively encourage 100% attendance.

High priority is given to promoting good attendance to our pupils and their parents. We recognise that primary school parents play a vital role in good attendance and we attempt to communicate well with parents about the systems we use and how improvements can be made.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents to resolve those problems as quickly and efficiently as possible.

## **Principles**

At Warberry, we ensure that all staff are aware of the registration process and are informed about registration and the law.

Teachers complete accurate registers at the beginning of each morning and afternoon session within 15 minutes of the start of the session.

Parents /carers are asked to contact the school using the absence line early on the first day of absence.

Children with good attendance are rewarded with a certificate each term. ( Please see rewards)

Pupils who return after an absence are quickly reintegrated and given work to help them catch up wherever possible.

Parents are given regular reminders about our procedures for absence and we remain in close contact with the School Welfare Officer.

We inform the pupils regularly about first day calls, that they will be missed if they are not in school and we require a letter detailing reasons for absence when they return.

## **Procedures**

If no contact is received from parents/carers of an absent pupil on the first morning of an absence school staff will:

- Attempt to contact the parent by telephone, or if the parent is unobtainable
- Write a letter requesting information and a response as soon as possible.

If the above actions do not illicit an explanation for the absence, the EWO will be consulted.

If the absence continues the case will be again discussed with the EWO, and further action planned.

After a maximum of 10 days absence, unless other action is planned, parents will be invited into the school by the Headteacher. The EWO will attend this meeting with the aim to identify and resolve difficulties that are preventing the child attending school. The parents/carers will be made aware of legal requirements regarding school attendance.

If the pupil's difficulties are not resolved at this meeting, then a formal referral will be made to the EWO and formal intervention planned.

If the pupil is returning to school after an absence of longer than two weeks, the school will make provision to allow the pupil to ease back into the school system. In the event of a pupil returning after a long-term absence, then a Pastoral Support Programme will be implemented. The PSP will include appropriate members of school staff and will be designed to be as supportive of the pupil as possible.

In order for this policy to be successful, every member of school staff will make attendance a priority and to convey to the pupils the importance of their attendance to their education. It is vital that staff act as an excellent example attending regularly, arriving on time for all lessons and being well prepared.

## **Performance**

Targets for improved attendance will be set annually. It is important that the targets are realistic and they are set in consultation with Governors. The Headteacher and Governors will discuss whether the targets were met and if not why not.

Part of the evaluation process will be to look at what interventions have been successful. This will include considering:

- Has the attendance of individual pupils and /or attendance as a whole improved?
- Has the behaviour of pupils improved?

- Is the school a better place to be for pupils and staff?
- Has the school been successful in raising the profile of attendance both within the school and the community?
- How well informed are new pupils about the importance of attendance and the policy and procedures operating within the school?
- Have attendance issues been included as topics in school assemblies, Personal, Health, Citizenship and Social Education lessons, or as a theme for any other curricular lessons?

## **First Day Contact**

First day contact is an integral part of the Whole School Attendance Policy. Parents and pupils must realise that a pupil's absence will be noted and acted upon swiftly. This will make pupils more reluctant to absent themselves. First Day contact sends a clear message to pupils and parents that attendance is very important.

For Warberry Primary School's policy of first day contact to work efficiently:

- Parents should inform the school of the reason for an absence for the first morning a pupil is away. Parents will be kept well informed about what they should do regarding absence.
- The telephone absence line is the preferred method of contact.
- If the parent has not contacted the school by 9.40am then the parents should expect to be contacted by staff in the school office.

This procedure needs to be fully understood by all staff and parents for it to work effectively.

First day contact works by:

- Raising awareness of the importance of full attendance
- Addressing problems before they grow
- Improving home-school links
- Sending a clear message to parents and pupils that if a child is absent they will be missed.
- Alerting parents who may be unaware that their child is truanting
- Requiring and promoting a high level of communication in the school, staff working as a team
- Reducing the number of pupils who have short term absence, thereby reducing the overall absence rate.
- Assisting parents and pupils to develop habits that reduce casual absence and encouraging early contact from parents.

## Lateness

There are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the pupils themselves which over a year can add up to a significant proportion of their time in school
- The disruption to other children in their class as the teacher's attention is taken from the task in hand

Parents will be informed when a pupil is persistently late.

## Holiday in Term Time

In an attempt to raise attendance at Warberry School the Headteacher will not authorise any term time holiday.

Any exceptional circumstances should be put in writing to the Headteacher and an individual decision will be made.

If the school does not authorise an absence but the holiday is still taken, the absence will be recorded as unauthorised and reported to the LA who may prosecute and fine the parent.

Rewards - agreed by School Council December 2007

- Termly Attendance charts placed in Home/school book to raise awareness of attendance.
- Half Termly reward for 100% attendance eg. attendance pencil
- Pupils with 100% attendance each term - names will be put in a hat for a prize draw