

# **RIPPLE PRIMARY SCHOOL ATTENDANCE POLICY**

## **MISSION STATEMENT**

At Ripple Primary School we are proud to provide a safe, stimulating and inclusive learning environment where every member of our community is valued and respected. We listen to each other and every voice is heard.

A continuous focus on the quality of learning for our children is at the heart of everything we do. Our broad, balanced, creative curriculum and enrichment activities provide opportunities for all to achieve and succeed.

We celebrate our achievements, differences and cultural diversity. Together we take pride in making a positive contribution to our school and the wider community.

## **AIMS**

To ensure that all children are given the opportunity to attain their full potential. This can only be achieved by high expectations of good attendance and punctuality. In order to be successful every pupil, parent and member of staff need to work together.

To promote a positive and welcoming atmosphere in which pupils, parents and staff feel safe, secure and valued.

To raise awareness of the importance of good attendance and punctuality by effective monitoring

To develop a framework which defines agreed roles and responsibilities and promotes consistency.

To offer support, advice and guidance to parents and pupils

## **EXPECTATIONS**

### ***Pupils***

To attend school regularly

To arrive on time and be appropriately prepared for the day

To begin to develop the habit of regular attendance from the time children arrive in Nursery

## ***Parents***

To ensure their children attend school regularly and punctually.

To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend

To ensure that their children arrive in school well prepared for the school day

## ***Staff***

To ensure regular, efficient and accurate recording of attendance

To make early contact with parents when a pupil fails to attend school without providing good reason

To ensure immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent).

To recognise and reward good attendance

To provide a quality education

## **ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS**

Accurate completion of the registers

Including an attendance summary with school reports

A certificate for 100% attendance for any term and a certificate and medal for 100% attendance for a whole school year

A certificate to recognise improved attendance achieved

A trophy and certificate to be presented to the class with the highest attendance and the best punctuality each week in 'Celebration Assembly' by the Headteacher

Establishing a good working relationship with those parents who are concerned that their child may be experiencing difficulty in attending school

The efficient use of computerised registration systems can provide valuable, year group, class and pupil level attendance data which enables speedy analysis and timely responses by the school.

## **RESPONDING TO NON-ATTENDANCE:**

### **When a pupil does not attend, the school will respond effectively**

By contacting the parent/carer on the first day of absence if no reason has been received

By following up with a letter if necessary

By monitoring closely any areas of concern with non attendance

Where non attendance or persistent lateness continues the concern will be discussed with the school Parent Support Advisor where a appropriate action will be taken

If poor absenteeism or punctuality is unresolved then a meeting of the School Attendance Panel will be arranged. The panel is made up of the Headteacher, Chair of Governors, School Attendance Officer and the LEA Access and Attendance Officer

If no improvement is made then the Access and Attendance Officer will review and plan further action. This could include fixed penalty fines and court appearances

## **TAKING HOLIDAYS DURING TERM TIME:**

On the 25th November, 2009 it was agreed by the Governing Body that they would follow Local Authority advice and any term-time leave would not be authorised. Consequently, all requests for absence during term time will be classed as an unauthorised absence and will incur a fine. This fine is currently £60 per child per parent.

Parents have the right to appeal to the Governing Body to request that a fine be waived due to the absence being for exception circumstances.

## **SCHOOL ORGANISATION:**

### **Headteacher**

To oversee and demonstrate ownership of the whole policy

To regularly report progress on attendance to governors, pupils and parents.

To set challenging but achievable targets to reduce levels of absence

### **School Attendance Officer**

To immediately follow up any unexplained absences

To challenge and question any inappropriate reasons of absence

To record all reasons for absence

To liaise with school staff and appropriate agencies with any concerns

To work with the LEA to produce accurate recording of attendance data

To promote good attendance and punctuality with rewards and displays

### **Governors**

- To have a designated representative to report and inform the Governing Body of Attendance and Punctuality
- To participate on the School's Attendance Panel

### **Parent Support Advisor**

To support parents and families by initiating strategies to improve attendance and punctuality if children are unsettled, unhappy or having problems going to school

### **LEA Access & Attendance Officer**

To liaise on a regular basis with the School's Attendance Officer identifying attendance and punctuality concerns

Where a referral is accepted, to undertake home visits, either pre-arranged or without notice as considered necessary.

Where necessary to instigate legal proceedings on behalf of the LEA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.