

Millfields First School - Attendance Policy March 2015

Millfields First School works to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels valued and safe.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils and parents to improve their attendance and timekeeping and will challenge parents who give low priority to attendance and punctuality.

To meet these objectives Millfields First School has established an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE – AIMS

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and follow up for non-attendance.
8. To promote effective partnerships with the Child Investigation Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

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AIM No. 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Follow procedures as outlined in appendix 1
3. Establish and maintain a high profile for attendance and punctuality.
4. Relate attendance issues directly to the school's values, ethos and curriculum.
5. School attendance staff to meet regularly with the pyramid Attendance Officer, Headteacher to formally receive monitoring reports following these meetings
6. Attendance staff to monitor the attendance weekly and report all concerns (pupils whose attendance is below 90% and falling to the SDP.
7. Parents to be contacted regarding attendance and punctuality concerns as a matter of priority and urgency, families where there is an 'attendance concern' will receive a phone call on the first day of absence, from the school office.
8. Unreported absences will receive a call on the first day of absence if unable to speak to a parent/carer to establish a reason for the absence a message will be left. If the child remains absent the following day and staff are still unable to contact the parent/carer this will be reported to the headteacher and or the SDP who will make a home visit if necessary.

AIM No. 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School

1. Report termly to governors (in headteacher's report) regarding attendance data.
2. Where necessary seek best practice from other schools who have successfully tackled aspects of attendance problems.
3. Discuss attendance issues with parents at parents' evenings, with staff at staff meetings and at meetings called by the school to discuss attendance with particular parents..
4. Include attendance comments and grades on annual school reports.
5. Maintain an award system,, including termly certificates and yearly certificates with book vouchers for prizes.
6. Maintain a reward system, where each week, the class with the best attendance is celebrated, at celebration assembly and presented with the attendance trophy for the week.
7. Be very thorough about which absences are authorised. Medical and illness will always be authorised unless the headteacher has concerns regarding the frequency of such absences and the school nurse may then be involved.
8. Any other reasons for absence must be checked with the headteacher as far as authorisation is concerned.
9. Leave of absence will not be authorised unless there are exceptional circumstances, only the headteacher can give permission for these absences.

AIM No. 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration, all registers to be taken by a member of staff as the first task at the beginning of the morning and afternoon sessions.
2. Ensure clearly defined late registration procedures (children are late after 8.50am and unauthorised after 9.30am)..
3. Respond swiftly to lateness (in respect of both pupils and parents). Keep a 'Late' book where necessary to track problematic pupils.
4. Attendance staff to meet half-termly with the pyramid attendance officer and report to headteacher
5. Headteacher to have clear procedures for referral to CIS
6. Review attendance regularly.
7. Administration staff to input attendance information onto Sims daily is and to alert the headteacher of prolonged absences or any concerns.

AIM No. 4

To Provide Support, Advice and Guidance to Parents and Pupils

1. Headteacher to set aside time to meet with individual parents to discuss attendance where there are concerns.
2. Seek improved communication with parents e.g. when parents ring in.
3. School to ensure that it keeps up-to-date contact information for parents.
4. Involve parents from earliest stage, when attendance and punctuality difficulties become apparent.

AIM No. 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. School to use computerised data collection to enable accurate data to be produced instantly.
2. Ensure that all teachers rigorously use the standardised codes for recording of all absences.
3. Teachers and administrators work together to identify developing patterns of irregular attendance and lateness; notifying the headteacher and SDP of any concerns.

AIM No. 6

To Further Develop Positive and Consistent Communication Between Home and School

1. Promote expectation of absence letters/phone calls from parents ie make regular requests via the newsletter.
2. Speak to parents to gain absence reasons for all pupils who have not had a parent either write or telephone the school to confirm the reason for absence.
3. Ensure all parents requesting leave in term time follow the LA guidance.

AIM No. 7

To Implement a System of Rewards and Sanctions

1. Actively promote attendance and associated rewards.
2. Ensure fair and consistent implementation of rewards.
3. Use the Attendance Officer to visit parents to encourage and promote good attendance.

AIM No. 8

To Promote Effective Partnerships With the Education Social Work Service and With Other Services and Agencies

1. Headteacher is the designated staff member for liaison with Attendance Officer, CIS, and other agencies but he may delegate this to attendance staff.
2. Attendance staff to meet with Attendance Officer and report to Headteacher.
3. Headteacher to carry out initial enquiries/intervention prior to referral.
4. Attendance Staff to gather and record relevant information to assist with the completion of CIS required records.
5. Attendance Staff to hold half-termly attendance reviews with the Attendance Officer and report to Headteacher.
6. Multi-agency liaison meetings to be organised as appropriate.
7. Encourage active involvement of other services and agencies in the life of the school.
8. Use the Attendance Officer to visit parents to encourage and promote good attendance.

AIM No. 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Teaching staff to be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/of reintegration processes (if appropriate).
3. Involve parents from the beginning of the reintegration process.
4. Headteacher to agree timescales for the review of the reintegration plan.