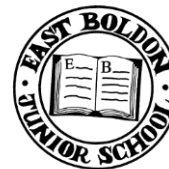


East Boldon Junior School

Attendance Policy



Mission Statement

The aim of East Boldon Junior School is to have a happy and secure school where everyone is valued and has every opportunity to realise their full potential. There are high expectations of all.

Policy Aims

1. To improve the overall percentage attendance of pupils at school.
2. To set challenging but realistic targets for attendance, and to work towards achieving these targets.
3. To make attendance and punctuality a priority for all those associated with the school including pupils, parents/guardians/carers, teachers and Governors.
4. To develop a framework, which defines agreed roles and responsibilities, and promotes consistency in carrying out designated tasks.
5. To provide support, advice and guidance, to parents/guardians/carers and pupils.
6. To develop a systematic approach to gathering and analysing attendance related data.
7. To further develop positive and consistent communication between home and school.
8. To promote effective partnerships with Services for Young People, and with other services and agencies.
9. To recognise the needs of the individual pupil, when planning reintegration following significant periods of absence.

1. To Improve the Overall Percentage Attendance of Pupils at the School

- Apply Whole School Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality.
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes.

2. To set challenging but realistic targets for attendance, and to work towards achieving these targets.

3. To make attendance and punctuality a priority for all those associated with the School, including pupils, parents, teachers and Governors

- Use staff/school handbook/prospectus/website.
- Produce termly/annual reports to parents/governors.
- Hold induction events for Year 3 for parents/pupils.
- Produce newsletters.
- Provide INSET training for appointed/promoted staff.
- Display materials at focal points – notice boards etc.
- Discuss attendance issues in Services for Young People /Pastoral staff evaluation meetings, and/or in relevant staff meetings (e.g. attendance review meetings) as and when necessary.

4. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

- Maintain unambiguous procedures for statutory registration.
- Ensure clearly defined late registration procedures.
- Respond swiftly to lateness in respect of both pupils and parents should it become an issue.
- Define clearly the roles and responsibilities within the school staffing structure.
- Timetable staff to meet with officer for Services for Young People, making best use of the officer's time. Meet with Youth Support Officer if necessary.
- Have clear procedures prior to referral to Services for Young People.
- Review attendance regularly.
- Be familiar with the Services for Young People referral and recording system.

5. To provide support, advice and guidance to parents and pupils

- Highlight attendance in:
 - PSHE
 - Assemblies
 - Staff available to talk to pupils
 - Making use of available resources
 - After school 'Out of School Hours Learning' opportunities.
- Seek improved communication with parents e.g. when parents ring in.
- Provide accurate and up-to-date contact information for parents.
- Involve parents from earliest stage.

6. To develop a systematic approach in gathering and analysing attendance related data.

- Consider the advantages of computerised registration.
- Standardise absence recording, using the DfE recommended codes.
- Be consistent in the collection and provision of information.
- Decide what information, if any, is provided for:
 - Governors
 - Staff involved directly with Behaviour and Attendance Improvement
 - Other school staff
 - Parents
 - Pupils (individual or groups)
- Services for Young People Identify developing patterns of irregular attendance and lateness.

7. To further develop positive and consistent communication between home and school.

- Make full use of school letters.
- Promote expectation of absence letters/phone calls from parents/guardians/carers.
- Explore the wide range of opportunities for parental partnerships.
- Provide information in a user-friendly way
- Encourage all parents/guardians/carers into school at all times, however it may be necessary at times to make an appointment.
- We ask that all parents/guardians/carers wishing to speak with school staff after school, please come to the main reception area and report to the school secretary. Parents/guardians/carers will be asked to sign the 'visitors' book and the school secretary will check if the teacher is available.

8. To promote effective partnership with the Services for Young People and with other support services and agencies.

9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

- Be sensitive to the individual needs and circumstances of returning pupils.
- Involve/inform all staff in/or reintegration process.
- Provide opportunities for counselling and feedback.
- Consider peer support and mentoring.
- Involve parents as far as possible.
- Agree timescale for review of reintegration plan.
- Include School Nurse, Services for Young People, parents/guardians/carers and pupil in reintegration plan.

2 page Parental Summary

East Boldon Junior School Policy on Attendance

The full Attendance Policy is available to parents upon request.

Procedures

Absence

Parents/Carers will:

- Inform us by telephone on the first morning of absence that your child will be away from school.
- Inform us by letter on the day that your child returns to school as to the reason for your child's absence. (If the parent has already informed a member of the school office team or left an answer machine message this does not have to be done.)
- Ensure that all medical appointments e.g. dentist, doctor, are kept to out of school hours where possible.

School will:

- Celebrate exceptional attendance (100% over the course of the year)
- Challenge unacceptable attendance.
- Contact the parent / carer in the event of absence.

Lateness

Parents/Carers will:

- Ensure that your child arrives at school on time, for both morning and afternoon sessions. i.e. 8.55am morning, 12.55pm afternoon for registration at 1.00pm.
- Inform us by telephone before 10:00am if your child is expected to be late into school and if they will require a school lunch.
- Ensure that your child is collected at the appropriate time, **on time** by a responsible adult.

School will:

- Inform parents of their child's late attendance if there becomes an issue.
- Work with parents in overcoming difficulties and issues, around attendance and punctuality.
- The school has a late register for pupils arriving at school after the registers have closed.

Term-time Holiday

The legislation which became effective from September 2013, makes it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

A family holiday will not be considered as an exceptional circumstance.

In this school the following circumstances will be classed as exceptional:

- Bereavement
- An emergency situation
- Children of service personnel
- Other circumstances at the discretion of the Head Teacher

All schools have a duty to refer pupil absence (both authorised and unauthorised) to the Local Authority, this is via the Young Person's Lead linked to each school. It is then the decision of the Local Authority whether or not further action is taken i.e. fixed penalty notice / court action. Schools and the Local Authority need to be seen to apply and enforce the regulations fairly and consistently.

This policy will be reviewed annually. Next Review June 2018

Signed: Hilton Heslop Chair of Governors

Signed: Tim Shenton Head Teacher