



St. Luke's CE Primary School Attendance Policy



Policy Name	Attendance Policy
Governors responsible for review	Dave Myring
Date Approved By Committee	TBC
Amended to include updates	Spring Term 2024
Review Cycle	Annually
Statutory/Recommended/Optional	Statutory

INTRODUCTION

St. Luke's CE Primary School is committed to the principles stated in our Attendance Policy. We believe that all pupils benefit from the education we provide and to which they are entitled to by law. In order to secure regular attendance, we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible. We will endeavour to work alongside parents, the local community and the Education Welfare Officer. Our Attendance and Punctuality Policy is based on the premise of equal opportunities for all. It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

EXPECTATIONS

- St. Luke's CE Primary School has an attendance target of 96%. We aim to maintain a pattern of monitoring attendance and punctuality that ensures consistency throughout our school by promoting the following strategies:
 - Attendance is everyone's responsibility
 - Maintaining a high profile for attendance and punctuality.
 - Keeping accurate records.
 - Involving all staff by providing clear guidelines for staff on the registration process, accurate use of codes and follow up due to absence.
 - Informing parents/carers of their legal responsibilities regarding attendance and punctuality.
 - Ensuring clear information is regularly communicated to parents/carers in a variety of ways.
 - Raising awareness by weekly publication of figures in our weekly newsletter



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- Raising awareness of attendance issues to individual parents when their child's attendance becomes a cause for concern.
- Build strong supportive relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Support for pupils with medical conditions.
- Registers of all pupils are completed electronically by the class teacher or teaching assistant at 8.50am and 1.10pm
- Children who are absent or late will be noted.

PUNCTUALITY

Late arrivals (after 8.45) must report to the Reception with an adult to register their name, class, time of arrival and the reason for being late on Inventory. Our Family Support Officer/ Attendance Lead will meet late children. Our Family Support Officer will monitor and communicate with parents of children who are persistently late. We will work together to solve any issues which are causing the lateness.

ATTENDANCE

We encourage attendance by:

- Having consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
- Each day there is a daily winning class/classes. This is the class with the best attendance AND least number of lates. The daily winners(s) are announced at 11.50 and displayed in the Reception area.
- We reward good attendance in school every week in assembly and the winning ½ termly class receive a class reward (teachers and students)
- Attendance figures are included in our weekly newsletter.
- Letters are sent to those children with improved attendance on a half termly basis.
- Termly 100%'s are awarded a wristband.
- Letters are sent to those with attendance below 90% requesting improvements and offering support from the Family Support Officer (FSO). If no improvements are seen then parents are invited in to meet with the FSO and Deputy Head to discuss next steps.
- If still no further improvements are seen then the EWO becomes involved.

ABSENCE FROM SCHOOL

- More than ten sessions of illness (5 full days) must be supported by medical evidence, otherwise the absence will be recorded as unauthorised



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- Absences for anything other than the child themselves being unwell will not be authorised

• Leave of Absence/Holidays

If an absence has not been authorised by the Head Teacher and parents or carers remove their child from school, their child's absence will be recorded as unauthorised in the class register.

- Parents and carers will be actively discouraged from taking holidays in term time
- Parents do not have the right to remove their children from school during term-time. The Head Teacher will decide whether or not an absence should be authorised. The Head Teacher will only authorise absence in term-time when there are exceptional reasons for a child to miss school.
- Absence for religious observance may be agreed by the Head Teacher but will not exceed 2 days in any school year. Parents must inform school of their intentions to take leave for religious observance failure to do so will result in an unauthorised absence •
- Parents or carers taking their children out of school without permission may be issued with a fixed term penalty fine of up to £60.
 - If an unauthorised absence/ holiday is taken, the parents need to provide school with a return date. If no return date is provided, and the child's absence exceeds 20 days, then the child will be taken off roll. School will then notify the Local Authority (CME – Child Missing Education)

Persistent Absence

Persistent Absence (PA) refers to a child's attendance if it falls below 90%;

- School meet with EWO fortnightly to discuss pupils
- EWO/School will send out letters to parents to inform them of concerns and that there will be a monitoring period for improvement
- If not improving parents will be invited to a meeting with school and Deputy Head to discuss reasons/barriers and formulate a plan of support and outline expectations
- If attendance is still not improving, then this may result in a referral to the Education Welfare Officer (EWO) and possible 'Fast Track to court process' if no improvements are made.

Severe Absence

Severe Absence (SA) refers to a child's attendance if it falls below 50%. These children would already be discussed as part of the above proceedings, but would also have an individual Action Plan.



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RIGHTS, ROLES AND RESPONSIBILITIES

Every child of compulsory school age is entitled to receive full-time education that is suitable to their individual age, ability and aptitude and any special needs they have.

Parents/Carers:

- Endeavour to keep health appointments out of school hours when possible. To bring their child to school before and after appointments unless advised otherwise by a health professional
- Inform FSO or school office of any reason or problem that may hinder their child from attending school.
 - Fulfil their legal responsibilities and ensure their child/ren attends school.
 - Contact school, before 9.30 am every day, whenever their child is unable to attend school,
 - If there has been no communication regarding an absence and there has been no contact the absence will be unauthorised. Prolonged absences without contact will result in a home visit from school or the EWO.
 - Seek permission from the school for any leave of absence. Appropriate paperwork to be completed by parents/carers. The Head Teacher has the right to refuse authorised attendance.

The Local Authority:

- According to the Education Act of 1996, the LA has to offer educational provision for all school age children through its school and Education Welfare Service.
- St. Luke's CE Primary must keep an attendance register at the beginning of morning and afternoon sessions and report pupils who fail to attend regularly.
- The Education Welfare Service has the role of assisting the LA to meet the statutory obligations on school attendance.

LEADERSHIP AND MANAGEMENT

The attendance team have designated roles and responsibilities to ensure a clear vision and consistent approach to managing attendance.

- Data to be analysed regularly and shared with governors
- Share analysis of data with staff.
- Regular meetings with EWO and LA Attendance rep (Lesley Powell)

ATTENDANCE PANEL

- Invites should be sent by the Education Welfare Officer
- The panel will consist of Family Officer and the EWO.
- Letter should indicate purpose of the meeting. Supportive not punitive.
- Panel meeting should identify issues preventing regular attendance.
- Impact on learning to be discussed.
- SENCo to be invited where applicable.
- Actions should be recorded either as a parenting contract or individual attendance plan, whichever is most appropriate.



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- Achievable targets need to be considered individually.
- Review after 6 weeks, dates need to be agreed at the end of the meeting.
- If it is considered issues have been resolved there is no need to set a review date, but attendance needs to be monitored by school.
- When additional needs are identified this needs to be referred to the appropriate agency. (School nurse, EHA, Early Help,)

OUTCOME

- Improved attendance – monitored by school
- No improvement – review actions.
- Review dates need to be included when appropriate.
- A second meeting will be arranged if it is necessary.
- Attendance panel meeting must be recorded either as a parenting contract or individual attendance plan.

MONITORING AND EVALUATION

- At St. Luke's we will regularly analyse attendance and absence data to identify pupils, groups of pupils or cohort that require support with their attendance.
- The Attendance Lead and Senior Leadership Team are involved in monitoring and evaluation.
- Weekly attendance to be monitored and analysed.
- Identify pupils who need support.
- Conduct a thorough analysis every half term, term and full year.
- Benchmark against local, regional and national levels
- All interventions will be recorded
- Impact of the improvement will be monitored regularly.