

Ireleth St Peter's CofE Primary School (ISP)

ATTENDANCE POLICY



The governors of Ireleth St Peter's CofE Primary School (ISP) are committed to the principles stated in our mission statement. We believe sincerely that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this, 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.

Aims

Ireleth St Peter's CofE Primary School's aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- There will be some families who may need to be supported in meeting their attendance obligations and responsibilities.
- 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

The governors expect that all our pupils will:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day as stated in our Home/School agreement contract.
- Be signed in at the office by a responsible adult when late.
- Carry out any work provided by the school during an authorised leave period for exceptional circumstances.

School expects that parents will:

- Endeavour to keep health appointments out of school hours when possible.
- Inform a member of staff 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 9.15am on the morning that their child is unable to attend school.
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised attendance in accordance with LA guidelines.

Parents and children can expect the following from the school:

- Regular, efficient and accurate recording of attendance.

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- Early contact when a pupil is absent without explanation.
- Action on any attendance problem notified to the school.
- Referral of specific attendance issues to supporting agencies and the LA where appropriate.

Attendance and non-attendance

Registration Procedure:

The school door opens at 8.45am to all pupils to ease the burden of limited parking. Pupils arriving after the registration period (8:50-9:00am) but before the registers are closed (9:30am) will be given a late mark (L) in the register. Pupils arriving after registration has closed, will be given a late after register closed mark (U) in the register.

Staff will submit registers no later than 9:00am and 1:05pm.

We encourage attendance by:

1. Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
2. Setting targets for improved attendance and sharing these with Governors, parents and pupils.
3. The accurate completion of registers at the start of each session.
4. Attendance awards weekly, termly and yearly. Class Dojo points are given to those receiving attendance awards – either whole class or individual.

The school responds to non-attendance by:

- Contacting parents on the day of absence after 9.15am if no reason has been received (Contact will be by telephone).
- If there is no response to the first contact, a phone call will be made at 10:30am and then again at 1:00pm.
- If there is no response to the phone calls, a text will be sent to the parent requesting that they make contact with school as soon as possible. The school will then decide whether a visit to the home address is necessary.
- Where attendance falls below 95%, 90% and 85%, letters will be sent home to parents at the headteacher's discretion. Half termly attendance reviews will be conducted by the headteacher in conjunction with the Office Administrator.
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to work with school staff to help resolve the difficulties.

Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to a local Education Welfare Officer (EWO), once the pattern of absence meets the service referral criteria.

Holiday Absence:

The school acknowledges that from time to time some parents will want to take their children out of school for holidays however, at Ireleth St Peter's, holidays will not be authorised unless they meet the strict requirements of extenuating circumstances. Where a pupil has had more than one holiday in term time over the course of the academic year, and their attendance is poor, they will be referred to the Local Authority.

At Ireleth St Peter's, we consider extenuating circumstances to consist of:

- Serious family illness of parent/carer/sibling
- Religious observation

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- Educational or Sporting competitions

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our School or the local area.

Signed:  Date: January 2024
Rachael McFarlane
Headteacher

Signed:  Date: January 2024
Daniel Edwards
Foundation Governor

Review Date: January 2025