



St Peter's C.E. Primary School

Attendance Policy

September 2021

Our Christian Vision

As a Christian family at St Peter's School, we create a unique place of learning, nurturing the gifts that God in His awesomeness has given us. We encourage every child and prepare them for life's journey, inspiring them to fulfil their potential, their dreams and their aspirations.

Sowing the seeds of tomorrow.

(Matthew 13:1-23)

At St Peter's we have a commitment to ensure regular, punctual attendance of staff and pupils by:

- ❖ Encouraging each family to ensure that their child or children attend school every day, alert and ready for the day ahead. This enables them to achieve their full potential by having full access to a broad and balanced curriculum.
- ❖ Encouraging good habits of attendance and punctuality.
- ❖ Achieving a prompt and effective start to all school sessions.
- ❖ Keeping records of attendance in line with the current DfE requirements.
- ❖ Employing an active and effective monitoring system with strategies for encouraging good attendance.

Why Regular Attendance is so important:

Learning

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

- ❖ Attendance
- ❖ Behaviour Management
- ❖ Health and Safety
- ❖ Access to the Curriculum
- ❖ Anti- bullying

Failing to attend school on a regular basis may be considered as a safeguarding matter.

Legally

Ensuring your child's regular attendance at school is the parent's legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

At St Peter's our minimum attendance level is 90%. Any attendance less than 90% over a half term will result in a letter home to the parents to make them aware that the school expect some

improvement over the following half term and that it will be monitored. Any absence less than 85% will result in intervention from the family well-being co-ordinator. If absence remains below 85% for longer than half a term, parents will be asked to meet with the Inclusion Officer from LA and our well-being co-ordinator to discuss reasons and an action plan will be implemented with strategies to improve and support attendance.

Failure to improve, may result in the issue of a penalty notice through the Local Authority.

Registration

School starts daily at 8.50 am with 10 minutes given for registration which includes a start of day activity (SODA) to enable Worship to begin promptly at 9.00 am. It is important that the guidelines are followed and that registers are filled in accurately and sent to the Office. We use a black/blue oblique line for a child present and a black circle for an absence. Phone calls received from home on the day of absence are recorded on the duplicate message pad by the office staff. Letters will be initialled and dated by the teacher taking the register and put in the register. They are collected and filed by the office staff each week. Letters can be collected up to 3 weeks after the absence.

The office staff will telephone and/or text the parent of a child who is absent and for whom we have no phone call or letter. Failure to supply any reason for absences will result in an entry for unauthorised absence. Penalty Notices may be issued if there are more than 10 sessions of unauthorised absences in any term or 14 sessions over 2 terms.

When pupils arrive late they will be required to go to the main entrance, speak to the office staff and complete the 'Late book'. Teachers will follow up lateness with a conversation with parents, either face to face or over the telephone. Persistent lateness is reported to well-being co-ordinator who will invite the parent to school to discuss any issues and support that can be given to improve punctuality. Punctuality can also become a safeguarding concern and in this event will be reported to DSL.

Registers close after 9:30am. If a child is on school dinners and arrives after 10.30am in the morning they may be required to bring a packed lunch if the kitchen have begun cooking meals.

Documentation is required to prove appointments ie medical letters if a child is to be taken out of school before 3.30pm. This will also be monitored and any regular early exit from school will be followed up by the family well-being co-ordinator.

Transfer to another school

If a child starts at a new school all information will be sent electronically to their new school once they have been admitted. A receipt should be obtained for this transfer of information.

Transfer to St Peter's from another school

When a child transfers to us the office administrators have a responsibility to ensure information is transferred from the previous school.

Holidays

Parents are expected to take children on holiday ONLY during the school holidays. Holidays in term time will not be authorised unless there are exceptional circumstances. If a request is made, a reply will be sent in writing to the parent to communicate the decision. Fixed penalty fines may be issued

by the Inclusion officer at LA to any parent of a child who has 10 or more sessions of unauthorised absence in one term or 14 or more across 2 consecutive terms.

Reporting to Parents

The number of sessions of attendance, lateness and unauthorised absences are reported annually on the child's report in July. Parents will be contacted if there are any particular concerns regarding the number of absences a child has.

Role of Family Wellbeing Co-ordinator

The Family Wellbeing Co-ordinator will be a point of contact for parents if they have any issues within school. Part of their role is to monitor lateness and absences on a regular basis and this may result in a letter or visit home to ask for reasons for absence. The FWC will also support families in their efforts to get the children to school, wherever possible.

Role of Local Authority Inclusion Officer

The Inclusion Officer will work closely with the school and will become involved when attendance falls below 85%. The Inclusion Officer will follow up any difficulties of attendance or communication with parents. The official referral forms will be used for this process and records of visits kept confidentially in school.

Penalty Notices

Requests for penalty notices will be submitted to the local authority no later than 6 weeks after the original offence, or at the end of the subsequent half term, whichever is shorter. The local authority will issue the penalty notice by first class post. These are sent to each parent and should be paid within a 21 day period. Failure to do so will result in an increased fine and possible court proceedings.

Attendance Rewards

Each week class attendance is celebrated in Monday morning worship. The infant class and junior class with the highest attendance are given a teddy prize to look after for the week.

Every term, all children with 100% attendance get a raffle ticket to put into a draw for a prize: One for infants/Reception and one for juniors. At the end of the year, there will be a draw for 100% over the full year and every child will receive a certificate.

Role of the Governors

Attendance figures for staff and pupils are reported and challenged at termly governors meetings.

The governing body will review this policy every three years. However it may be reviewed earlier if new government regulations are introduced, or if the governing body receives recommendations on how the policy might be improved.

Signed: _____ (Headteacher) **Date:** _____

Signed: _____ (Chair of Governors) **Date:** _____