



## St Julian's Church School & Shoscombe Church School Attendance Policy

Issued: February 2018

Review: Term 1 Annually

### Rationale

At St Julian's and Shoscombe Church Schools attendance expectation is 100% unless prevented from attending due to illness or any unavoidable cause. Regular attendance is a legal requirement and provides the opportunity for each pupil to develop his or her potential during their time at school. It is important that pupils have the opportunity to experience the full range of a balanced curriculum with its contribution to their daily moral, spiritual, cultural, mental and social development. Irregular attendance and lateness lead to pupils feeling out of touch with school life and falling behind with their work.

Optimum levels of attendance can only be achieved when responsibility is accepted and shared by all concerned. This includes the MSNP Trust, Bath and North East Somerset Council, governors, school staff, parents, pupils and the local community.

### Aims

- \* Maximise attendance for each pupil in order that they may achieve their full potential academically and socially
- \* Ensure their safety and wellbeing
- \* Provide a positive, caring and stimulating environment where children will enjoy coming to school

### Duties and Responsibilities

#### *The Headteacher*

- \* Has overall responsibility for whole school attendance
- \* Monitors registers for accuracy of marking (in accordance with LA guidelines)
- \* Provides opportunities for class teachers to register concerns about attendance
- \* Initiates school-level contact with parents
- \* Liaises with the CMEO (Children Missing Education Officer), Attendance Manager and the school's Special Educational Needs Co-ordinator

#### *The Class teacher*

- \* Is responsible for keeping accurate attendance registers
- \* Informs the Headteacher of ongoing concerns
- \* Keeps accurate records of any contacts with parents
- \* On first absence from morning registration, contacts the office, via "POST IT" on the register and the office staff should make every attempt to contact the parent to ensure the child's safety. If no contact can be made the CMEO may be informed.

### *The School Secretary (Attendance Manager)*

- \* Transfers attendance data from class lists to the computer module weekly.
- \* Provides attendance statistics for monitoring purposes, including DfE requirements, pupil reports and the annual report to parents
- \* Makes initial contact with parents

### *Parents*

- \* Are responsible for ensuring that their children attend school
- \* Must provide an explanation for any absences

### *Children Missing Education Officer*

- \* Will liaise with the Headteacher regarding concerns over student absences
- \* Will arrange regular timetabled school visits to inspect the registers
- \* Will work with the Headteacher on whole school and individual attendance issues

### Guidelines on the marking of attendance register

All attendance registers must be marked by a member of the teaching staff at the school and if completed online saved and/or returned to the school office after the period set aside for registration. They are marked at the beginning of each morning and afternoon session using the codes and procedures described in the separate guidelines for marking attendance registers issued to all teachers. Schools are required to distinguish between authorised and unauthorised absences when marking registers.

### Authorised Absence

By law, only the school can approve absence, not parents. The circumstances of each particular case are considered individually. The school considers the following factors:

- \* The nature of the event
- \* Its frequency, i.e. is it a 'one-off' event?
- \* Whether advance notification is given
- \* The child's attendance record

### Authorised absences are likely to include:

- \* Illness and medical or dental appointments
- \* Days set aside for religious observance in the religious body to which the parents belong
- \* Special circumstances such as family bereavement
- \* Visits to a new school
- \* Off-site activities i.e. music examinations, special tuition

### Unauthorised absence

Unauthorised absence may include:

- \* Absence through sickness which has not been supported by a note or message from the parent, guardian or another responsible person
- \* Holidays which have been taken without the prior agreement of the school
- \* Unexplained absence
- \* Late after register has closed.

### Lateness

Gates open from 8.45am to 9.00am. Children at both schools are expected to go straight into the classroom at 8:45am. The class registers are taken at 9.00am and any child who is not in their class when their name is called will be marked late. Anyone arriving in school between 9.00 and 9.15 will be marked late before the register closes (L) and after 9.15 will be marked late after the register closes (U). In both cases the child must enter school via the school office where they must sign into the late register. The playground gates will be closed promptly at 09.00 and anyone still on the school site after that time will have to exit via the school office.

#### Family Holidays During Term Time

Family holidays during term time are strongly discouraged and would only be granted in very exceptional circumstances.

#### Reporting Absences

Absences should be reported to the school office on the first day by the parent. This can be done verbally, in writing or by telephone. Messages may be left on the answer phone. On the first absence from morning registration, the teacher sends a message on a "POST IT" to the office, and the office staff should make every attempt to contact the parent to ensure the child's safety. If no contact can be made, the CMEO is informed.

#### Letters

Our computer system is set up to inform parents when attendance percentages fall below 90% on a termly basis. Likewise if children are recorded as late 3 times in any one week they will receive a standard letter. All pupils with an attendance below 96% are tracked and letters appropriate letters as suggested by the CMEO will be sent home when improvements are not noticed or attendance drops below 90%.

*Attendance Matters*

100% attendance	0 weeks of learning missed.	Best chances of success Well done!
95% attendance	1 week & 4 days of learning missed	
90% attendance	3 weeks & 4 days of learning missed	Poor attendance Worrying.....
85% attendance	5 weeks & 3 days of learning missed	
80% attendance	7 weeks & 3 days of learning missed	Very poor attendance Seriously concerning...
75% attendance	9 weeks & 1 day of learning missed	

Based on  
39 weeks in a school year, 190 pupil days, 5 days for staff professional development.