

Attendance Policy and Targets

AIMS AND PRINCIPLES OF GOOD ATTENDANCE

- The school is committed to maximising the achievements of all pupils.
- There is a clear link between good attendance and educational achievement. Good attendance is an important consideration when applying for any Post 16 placement, whether at College or employment.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependent on regular attendance at school.
- Sitwell Junior School will take appropriate action to promote and encourage good attendance.

STATEMENT OF EXPECTATIONS

What the School expects of the Pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to a designated place and sign in should they arrive after the official registration time.
- To attend each lesson on time.
- To inform their class teacher of any reason that will prevent them from attending school.
- To bring an absence note from home on return to school.

What the School expects of Parents/Carers

- To fulfil their responsibility by ensuring their child attends school regularly and on time.
- To ensure they contact the school on the first day their child is unable to attend.
- To ensure their child arrives on time and is well prepared for the school day (equipment, PE kit, completed home learning, etc).
- To contact the office staff whenever any problem occurs that may keep their child away from school
- To inform the office staff and seek authorisation for any forthcoming appointments and, where possible, arrange appointments outside of the school day.

- To ensure the continuity of their child's education by taking holidays during the school holiday period. To request leave of absence only when absolutely necessary and only up to a maximum of six days in any twelve month period.
- Sitwell Junior School, working with the Local Authority EWO (Education Welfare Officer), has the legal right to impose penalties on parents for non-attendance at school. These include fixed penalty notices, prosecution with fines up to the maximum £2,500, prison sentences of up to 3 months per parent and the imposition of compulsory parenting courses which are issued by a Magistrate.
- To attend any relevant meetings that have been organised to discuss their child's attendance.

What parents and pupils can expect of the school

- A broad and balanced education that is dependent on regular attendance at school.
- The encouragement and promotion of good attendance.
- Regular, efficient and accurate recording of attendance.
- Prompt action on any problems notified.
- Close liaison with the Education Welfare Service to assist and support parents and pupils where needed.
- Notification to parents/carers of their child's attendance record through regular reports sent home.
- The school will record all attendance-related incoming messages from parents; notify the relevant person and place copies in registers.
- The school will endeavour to contact home on the first day of absence in cases where no satisfactory reason has been received to explain a pupil's absence.
- When a pupil is absent and contact cannot be made by telephone, a text message or letter may be sent. Regular post-registration checks will be carried out and attendance will be monitored.
- Where the school's procedures have failed to contact the home or poor attendance persists, the school may make a referral to the EWO, who will liaise with relevant staff.
- School attendance data will be collected, analysed and monitored regularly. The school will respond to any areas of concern identified.
- Where the school deems it appropriate, parents and pupils will be invited to attend the School Attendance Panel with the EWO and a senior member of staff.

REWARDS AND TARGETS

- Incentives may be made available to promote and maintain good attendance levels.
- Attendance targets will be set.
- Certificates may be awarded to pupils with high attendance rates and significantly improved attendance.

REINTEGRATION INTO SCHOOL AFTER ABSENCE

- The school will endeavour to support pupils returning to school after a long period of absence.

- The Learning Mentors and EWO, will liaise closely on this issue and employ appropriate reintegration strategies, incorporating 'Pastoral Support Programmes' and 'Individual Education Plans' as required.

ATTENDANCE ROLES AND RESPONSIBILITIES

The senior member of staff with responsibility for attendance is Jennifer Dawson.

The Senior Leadership Team will:

- Develop, monitor and review the Attendance Policy.
- Produce and distribute Attendance information for parents/carers.
- Set and monitor targets for improving attendance within school. Support all staff in their work related to attendance.
- Chair School Attendance Panel meetings of identified students and work closely with EWO to monitor and review these.
- Collate attendance data for the DfE (Department for Education), LA (Local Authority) and Governors.
- Liaise with the LA over attendance targets and school strategy.

The Learning Mentors will:

- Identify individual pupils with known punctuality/attendance problems and ensure these pupils are monitored closely.
- Ensure regular post-registration truancy checks are carried out.
- Ensure pupils with poor attendance that is recorded at EWO meetings are monitored and reviewed.
- Identify those pupils whose attendance is significantly below average, but who do not fall within the group consistently being addressed by the Education Welfare Service, and work to support these pupils and their families.
- Refer pupils to the relevant officer when attendance gives severe cause for concern, and be aware of strategies being used with these pupils and their families, ensuring support for these strategies within school.
- Liaise with other partner agencies and services towards improving and developing strategies to raise levels of attendance where relevant.

Teachers/Admin Team

This is an important role within the school and requires the Teachers/Admin Team to;

- Have regular discussions with pupils about the importance of regular attendance and punctuality.
- Collect reasons for absence from pupils, i.e. absence notes, hand them into the office.
- Accurately log when letters and phone calls have been initiated and refer serious concerns to the learning mentors.
- Liaise regarding any queries surrounding absence, e.g. forged notes, odd reasons, etc - the admin team will contact home.
- Respond to queries and concerns when parents initially contact school about attendance.

Attendance Officer/Administrator

- The attendance officer is responsible for:
- Contacting parents on the first day of absence whenever possible, when pupils are absent without notification.
- Communicating the reason for absence to the relevant member of staff.
- Completing statistical returns for LA, DFE.
- Liaising with EWO.
- Attending regular School Attendance Panel meetings.

The Governing Body will:

- Receive information from the Head Teacher on attendance.
- Be involved in setting school targets on attendance.
- Report to parents in their annual report on issues relating to attendance and punctuality.
- Contribute to plans in response to where attendance is a cause for concern.
- Support the school in its efforts to raise attendance.
- Contribute to the school's strategies to improve attendance.