

Attendance Policy 2018

MISSION STATEMENT

Langmoor Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Langmoor Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE - AIMS

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the n Officer and with other services and agencies.

9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

AIM NO 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook prospectus of Government literature.
2. Produce annual reports to parents/governors.
3. Hold induction Reception Year evening for parents/pupils as appropriate.
4. Produce newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points - corridors and classrooms etc.
7. Discuss attendance issues in relevant staff meetings (eg attendance review meetings.)
8. Introduce award systems, including stickers, certificates, rewards etc.
9. Promote attendance through Staff and Attendance Officer.

AIM NO 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Define clearly the roles and responsibilities within the school staffing structure.
6. Review attendance regularly.

AIMS NO 4

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in:
 - PSHE
 - Assemblies
 - Staff available to talk to pupils
 - Mentor
 - Making use of available resources
2. Public support offered by schools.
3. Set aside time for parents to speak to staff.
4. Seek improved communication with parents eg when parents ring in.
5. Provide accurate and up-to-date contact information for parents.

6. Involve parents from earliest stage.

AIM NO 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. Standardise recording of:

- authorised/unauthorised absence (and to have decided after two weeks)
- educational activity
- presence

2. Be consistent in the collection and provision of information.

3. Decide what information, if any, is provided for:

- governors
- pastoral staff
- other school staff
- parents
- pupils (individual or groups)
- Attendance Officer

4. Identify developing patterns of irregular attendance and lateness.

AIM NO 6

To Further Develop Positive and Consistent Communication Between Home and School

1. Initiate first day absence contact.

2. Make full use of computer generated letters

3. Promote expectation of absence letters/phone calls from parents.

4. Explore the wide range of opportunities for parental partnerships (see Aim 2).

5. Provide information in a user-friendly way
6. Encourage all parents into school.

AIM NO 7

To Implement a System of Rewards and Sanctions

1. Actively promote attendance and associated reward and effective sanctions.
2. Ensure fair and consistent implementation.
3. Involve pupils in system evaluation.
4. Make use of imaginative and immediate sanctions.
5. Take action which accords with objectives agreed between school and others, eg. Attendance Officer.

AIM NO 8

To Promote Effective Partnerships with the Education welfare and with Other Services and Agencies as and when appropriate.

1. Designated key staff for liaison with Education Welfare and other agencies.
2. Give priority to regular updates and meetings with Attendance Officer
3. Carry out initial enquiries/intervention prior to referral.
4. Encourage active involvement of other services and agencies in the life of the school.
5. Develop understanding of agency constraints and operating environments.

AIM NO 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.

Policy written Spring 2018

Next review due: 2020