

Love Learn & Grow Together



# Attendance Policy 2018



ST TERESA OF LISIEUX CATHLOIC PRIMARY SCHOOL  
ATTENDANCE POLICY

**Attending school every day will pave the way for you to achieve in every way!**

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

**Aims**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.

**Procedure**

**Role of the Governing Body**

**The Governing Body will:**

- delegate powers and responsibilities to the Headteacher to ensure all
- school personnel are aware of and comply with this policy;
- ensure that the attendance policy is carried out;
- set attendance targets for the year (ASPR)
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy

## **Role of the Headteacher**

### **ATTENDANCE POLICY The Head teacher will:**

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- liaise with the admin staff who will undertake the daily monitoring of school attendance via the First Day Response made by the Clerical Officer.
- monitor trends by using data effectively to help strategic planning;
- send to parents at the beginning of each term, a detailed attendance report on their child for the previous term;
- target intervention and support to those children that have been highlighted as poor attenders;
- have in place a system for parents to report a child's absence via parent app;
- report to the Governing Body the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance at all times;
- publicise good attendance during assemblies, newsletters website parent app and the termly report to the Governing Body;
- award good attendance rewards to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;
- encourage attendance through attending breakfast club
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## **The Learning Mentor**

### **Is responsible for:**

- implementing the policy with the Headteacher;
- attend weekly meetings with the Education Welfare Officer;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;
- compiling attendance data for the Headteacher, the Governing Body and the Education Welfare Officer;

## **Clerical Officer as First day response caller**

### **Is responsible for :**

- contacting parents if they have not reported their child's absence by 10.00 a.m
- continuing to contact the parents throughout the day until contact is made;
- sending a letter if no contact is made;
- keeping the Headteacher informed if there are any concerns about a child;
- informing the Headteacher of trends in absence
- ensuring registers are distributed to the teaching staff and are kept up to date

## **Role of the Pastoral Team**

### **Pastoral Team will:**

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are
- accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or
- suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations

## **Role of Parents**

### **Parents are responsible for:**

- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details; collecting their children on time

## **Role of the Pastoral Team & School Council**

### **The Pastoral Team & School Council will be involved in:**

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

## **Role of Pupils**

### **Pupils are responsible for:**

- arriving at school on time;
- knowing the value of good attendance;

## **Dealing with Trends in Attendance**

When there is a pattern of poor attendance then the following procedure will take place:

Parents are invited to attend an informal meeting with the Headteacher and Education Welfare Officer to explain their child's repeated absence. Support will be given if there are underlying reasons for the absence. If not, then the situation will be monitored for improvement. If there is no improvement then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.

## Dealing with Lateness

### The administration staff monitor lateness and inform:

- record and monitor lateness
- inform the Learning Mentor of patterns of lateness;
- the Learning Mentor to inform parents of the school's concerns and arrange a meeting so that the problem can be addressed

## Dealing with Truancy

If a pupil is thought to be playing truant then the school will inform:

- the parent/carer;
- the police

### All truants will receive:

- sanctions;
- support;
- discussions with the Education Welfare Officer to understand the seriousness of the matter;
- a programme of monitoring and support

The Police must be informed immediately if a pupil leaves school without prior permission.

## Absence

All absence is discouraged.

From the 1<sup>st</sup> September 2013, **the new law gives no entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in **exceptional** circumstances and the Head Teacher must be satisfied that the circumstances are **exceptional** and warrant the granting of leave. **Head Teachers would not be expected to class any term time holiday as exceptional.** Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. From September 2013 these Notices now cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days.

Medical, Dental or Hospital Appointments please provide any letter or card to accompany the appointment– we encourage these appointments to take place out of school time in order not to disrupt the child's education.

Monitoring the Effectiveness of the Policy

Link to Local Authority advice on attendance <https://liverpool.gov.uk/schools-and-learning/education-welfare/school-attendance-behaviour-welfare/>

This policy will be reviewed when the need arises, and the necessary recommendations for improvement will be made to the Governing Body.

Head teacher Autumn 2018 Chair of Governors  
(This Policy will next be reviewed in Autumn 2019)