Wallsend Jubilee

Primary School

Attendance Policy

**ATTENDANCE POLICY**

**PRINCIPLES AND CONTEXT**

At Wallsend Jubilee Primary School, so that all pupils are able to excel, we aim to provide a high quality education in a safe, nurturing environment. An integral part of this is to develop in our pupils positive feelings about education and an awareness of, and responsible attitude to, the value of good attendance and punctuality. It is in the best interests of every pupil to attend school regularly and punctually in order to make the most of every opportunity that school presents. It should be noted that all the evidence proves that pupils who have the best attendance attain at least expected or better progress. This policy should ensure that any case of non-attendance will be dealt with fairly, consistently and equitably.

**THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE**

Regular school attendance is crucial to a child’s performance. It is essential that a school does all it can to maximise attendance rates, this is a key task for ALL staff. The School’s commitment is to do all we can to reach attendance figures of 100%. Our target is to have a minimum attendance of 96%, North Tyneside Schools with similar demographics to us have an attendance of …..; there seems no reason why Wallsend Jubilee cannot match this.

**ROLES AND RESPONSIBILITIES**

**Parents/Carers**

Parents/Carers of children of compulsory school age have a legal duty to ensure that their child receives a full-time education, usually through regular school attendance. They should see themselves as partners with the school in their child’s education and they are responsible for ensuring that:

* Their child attends and stays at school
* Their child arrives on time
* The child is properly dressed and prepared to learn
* They support their child in observing and following the school behaviour policy
* They instil in their child a respect for education and those who deliver it
* They have a duty to inform the school of their child’s absence

**School**

The school has a responsibility to maximise attendance and to investigate any period of absence. If the school has not been notified, parents are contacted on the first day of absence if a child is not in school. Parent/Carers need to be aware of the school’s policy on attendance and the difference between **authorised and unauthorised absence.** The school should ensure that all staff follow agreed procedures for the recording and monitoring of levels of attendance. Attendance figures are reported to parents termly and on the child’s school reports.

**Registers**

Registers are taken manually by teachers at the beginning of each AM and PM registration session. School office will upload this information onto SIMS. When initially taking registers, teachers must use either ‘/’ for present or ‘O’ for not present.

**Registers and dealing with absences**

If a pupil is not in school it is the duty of their parents/carers to telephone the school by 9.30am to explain the reason for absence. Before 10am each day, office staff will:

* Record on paper registers and in SIMS codes for absences such as medical appointments and illness where a parent/carer has informed school
* Identify pupils who are absent where no reason has been given and text their parent/carer asking them to contact school
* Behaviour, Guidance and Support Assistant who oversees attendance, will check absence daily and contact parent/carers by phone if no reason has been given, and/or there is a history of poor attendance

**Pupils arriving in school after the close of registration**

All pupils arriving at school after 9am will enter via school reception. They will be signed in the Late Book by a member of staff and marked in late. Lateness is recorded on SIMS along with the time the child arrives in school. Parents/Carers will be asked the reason why their child is late. In cases of persistent lateness, Parents/Carers may be asked to come in and meet with the Behaviour, Guidance and Support Assistant and/or the Headteacher.

**Appointments during lesson time**

Parents/carers should make all medical appointments, where possible, outside of school times to ensure good school attendance. Where this is not possible parent/carers must inform school at the earliest opportunity of the appointment date and time, and how this will impact of their child’s attendance that day i.e. arriving late, leaving during the school day etc. If a child has an appointment with their dentist/doctor for a routine appointment it is expected they will be absent for a short time only and not a full day.

**Leaving the school premises**

Pupils may not leave the school during the day unless accompanied by an authorised adult. Parents/Carers should inform school if they intend to take their child out during the school day and the reason for this. Pupils leaving school during the day will be issued with a Student Pass a signed by a member of staff, an estimated time of return to school will be recorded if appropriate.

**Requesting absence during term-time**

The school does not authorise time off during school time unless for exceptional circumstances. Any requests for term-time holiday should be put in writing to the Headteacher detailing the dates involved.

**Requests to participate in educational activities outside of school during school time**

These must be directed in writing to the Headteacher who will view each request individually. If the request is deemed to be a valuable educational experience, that will enhance the learning of the pupil, then permission may be given. The length of time of school missed will also be taken into consideration, as will the pupil’s attendance, punctuality and behaviour in school. Permission will not automatically be given and it is unlikely that permission will be granted on more than one occasion.

**Tracking attendance**

The Behaviour, Guidance and Support Assistant will print out on a fortnightly basis an up-to-date list of all pupils’ attendance and punctuality. They will then meet with the Headteacher to discuss this using the information as a basis for following up support and intervention as necessary. Pupils with persistent absence are tracked by the Behaviour, Guidance and Support Assistant and discussions held with parents/carers where necessary in an effort to improve attendance. Parents/Carers are informed by school on a termly basis of their child’s attendance percentage and which traffic light zone this falls into. Pupils identified as in the ‘red’ or ‘amber’ zone are monitored and meetings held with parents/carers when required.

**Rewarding good attendance**

At the end of each month the class who have the overall highest attendance will be recognised during school’s special achievement assembly. They’ll receive a certificate to display in their class and a ‘golden ticket’ which fast tracks them into lunch first, for one day.

Every Friday each pupil who has 100% attendance for that week will receive an ‘awesome attendance’ ticket. The tickets are put in a box and during school’s weekly special achievement assembly 3 tickets are drawn each week, pupils can choose an attendance prize such as a bracelet, pencil, bookmark etc.

At the end of each term all children who have 100% attendance that term will receive a certificate in school’s special achievement assembly.

Signed by:

……………………………….. Headteacher Date …………………………………………

……………………………….. Chair of governors Date …………………………………………

Review Date: September 2020