

Original Date Written	Latest Date Reviewed	Date Adopted	Date for Review
September 2016	June 2018	June 2018	June 2020

Marlborough St Mary's CE Primary School



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Attendance Policy

Together we believe, learn and achieve

Marlborough Mary's CE VC Primary School

Attendance Policy

Rationale

At Marlborough St Mary's we aim for an environment that enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and all children should be at school and on time every day the school is open unless the reason for the absence is unavoidable. Regular attendance at school is essential to ensure uninterrupted progress and to enable children to achieve their potential.

Aims

To raise attendance

To improve punctuality

To raise levels of attainment and achievement

To maximise opportunities both in school and in later life

To encourage an attitude, from parents/carers and pupils, of wanting to be at school to learn

Expectations

We expect the following from all our pupils:

- that they attend school regularly
- that they will arrive on time and be appropriately prepared for the day
- that they will tell a member of staff about any problem or reason that may prevent them from attending school

We expect the following from parents/carers:

- to ensure their children attend school regularly and punctually
- to ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend
- to ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- to contact the school in confidence whenever any problems occurs that may affect their child's performance in school

Parents/carers and pupils can expect the following from school:

- regular, efficient and accurate recording of attendance
- early contact with parents/carers when a pupil fails to attend school without providing good reason
- immediate and confidential action on any problem notified to us (Educational professionals have a legal duty to safeguard the welfare of children)
- recognition and reward for good attendance
- a quality education

- if a family is struggling with their child's attendance they can refer themselves to and be supported by the school's Parent Support Advisor (PSA)

Notifying the School

Parents and carers are asked to contact the school office by phone or in person if their child needs to be absent from school and to advise the reason as soon as possible. The school will record this message in the absence diary and give the absence the code relevant to the category of absence, whether authorised or unauthorised in the class register.

Authorised Absences

Medical and dentist appointments should be arranged outside the school day if possible. Where this is not possible it is expected that pupils only miss part of the day. Funerals can be authorised in most cases, as can religious observance. Sickness is also classed as an authorised absence.

Unauthorised Absences

These could include - shopping, visiting relatives, haircut, parents/carers unwell, brothers and sisters attending appointments or being unwell, unable to find school uniform, birthdays. Marlborough St. Mary's follows County Guidelines with regard to Penalty Notices for persistent unauthorised absences.

Holidays

All holiday requests must be made in writing to the Headteacher on the official form prior to the holiday being taken. If holiday is taken without an absence request form being submitted, we will ask for one to be completed on return from holiday.

Along with the Local Authority, the school supports the view that every lesson counts and discourages parents/carers from taking holidays in term time; therefore all holidays will be unauthorised. However, there may be a few circumstances and reasons which fall into an acceptable category and these are clearly stated in our letter regarding the Wiltshire Council code of conduct for the taking of holidays in term time. A copy of the Wiltshire Council Penalty Notices leaflet is also attached to Holiday Request forms to remind parents/carers that they are likely to receive a fine for taking unauthorised holiday absence of 10 sessions (5 days) or more in a six month period

No holiday requests will be granted during the weeks in May when SATs take place for Years 2 and 6. Notification of the dates will be given to parents/carers as early as possible in the academic year.

Response to Absence

The school operates a first day contact system regarding unexplained or unexpected absence. If the school has not been notified about a child's absence, the Admin Officer or the Pastoral Support Manager (PSM) will contact the parent/carer during that school day.

The school will notify Children's Services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

If the parent/carer notifies the school of a child's reason for absence, but the child continues to be absent for more than a week then an update check will be made by the school in the form of a telephone call from the Admin Office or PSM.

If the child continues to be absent, then details will be passed to the PSM by the Admin Officer who will follow up with parent/carer and may ask for a Doctor's medical note and consider a referral to the Education Welfare Officer or the School Nurse. The Class Teacher and Head Teacher will be kept informed of this process.

If an absence is unexplained, it will be marked as unauthorised until a reason is given. The class teacher remains responsible for the welfare of pupils in their class and will liaise closely with the PSM or Headteacher to work towards following up attendance issues. A series of unauthorised absences will trigger a meeting with the PSM or Headteacher and the Education Welfare Officer will be informed.

If a child's attendance drops below 90% with no obvious reasons, then a letter will be sent to parents/carers informing them of school policy. If there is no improvement and the attendance percentage falls further, then parents/carers are invited to a meeting. If attendance still does not improve a referral is made to the Educational Welfare Officer who will then call further meetings if required.

Lateness

Pupils are encouraged to be in school by 8.45am.

School starts 9.00am and gates are locked as soon as parents have left the building.

Lateness is classed as any child coming into school after 9am.

All children arriving after 9am must report to the office and sign in.

The registers are taken electronically and are closed at 9.30am. Children arriving between 9am and 9.25/9.30 are given a late mark. Children arriving after registers have closed are officially absent for the morning session.

Monitoring and Evaluation

Absence and lateness is continually monitored by the PSM who will discuss problems initially with the pupils concerned, the class teacher and parents. Where children have persistent lateness problems the parents/carers will be invited into school to a formal meeting.

- In response to repeated episodes of lateness, a letter will be sent to parents/carers by the school with the aim of addressing the situation. If the situation does not improve, the parents/carers will be invited to a formal meeting with the Headteacher/PSM
- Children with attendance between 85% and 90% will have their reasons for absence monitored
- Any child with an attendance of under 85% will have their records examined and may be drawn to the attention of the Education Welfare Officer (EWO)

Attendance figures are regularly analysed by class, year group and whole school and are reported to the Governor's Teaching and Learning Committee.
Attendance of less than 90% will be classified as persistent absence.
The school will meet with the EWO as required to discuss figures. All practices will be reviewed regularly.

Interventions

A range of intervention strategies will be discussed at meetings with the Headteacher, PSM and the Parent Support Advisor. These include:

- Educating older pupils to get to school safely by themselves.
- Incentive schemes.
- PSM created interventions.
- EWO initiatives.
- Supporting parents with strategies to improve attendance

If attendance does not improve, the EWO will progress legal routes to ensure parents/carers comply with attendance legislation.

Encouraging Good Attendance

The school will employ a range of strategies to encourage good attendance.

Termly awards will be made:

- Any one complete term (Autumn/Summer/Spring) – children with 100% attendance will receive a bronze certificate
- Any two complete terms – children with 100% attendance will receive a silver certificate.
- All three terms – children with 100% attendance will receive a gold certificate