

St John of Beverley RC Primary School

Attendance/ Missing Children Policy

Mission Statement

Everyone at St John of Beverley RC Primary School knows we are part of God's family. We share, play and learn together and try to be the best we can be.

Aims

St John of Beverley RC Primary School aims to promote regular, punctual attendance at school for all pupils.

We do this through:

- the implementation of a whole school Attendance Policy which is reviewed regularly
- making contact with parents on the first day of a child's absence
- reminding parents of attendance and non-attendance procedures through correspondence and on the school website
- conducting regular attendance reviews with the School Business Manager and senior staff and monitoring children with less than 90% attendance
- by ensuring that school governors are aware of all attendance matters.

Rights and Responsibilities.

The school must keep an admissions register and an attendance register. The online attendance register must be taken twice a day, once at the start of the morning session and once at the start of the afternoon session. Every child should receive a mark in the register which indicates either they are present or absent. No blanks should be left. A list of symbols which indicate various causes for absence can be found in each classroom.

Only the school can authorise absence. Examples include:

Authorised absence:

- Sickness
- Unavoidable medical or dental appointments. If these are excessive then proof of a doctor's certificate may be required.
- Days of religious observance
- Exceptional family circumstances
- Approved sporting activity
- Exclusion [fixed period]

Unauthorised absence;

- Frequent absences attributed to minor ailments but not supported by medical evidence
- Holidays not agreed by the school, including day trips and birthdays

Parents or carers are not able to authorise absence and the school can refuse to accept their reasons for absence. If there is any doubt about whether an absence should be coded as unauthorised, the school will contact the Educational Welfare Officer.

School procedures

St John of Beverley RC Primary School is open for children attending Breakfast Club at 8.30am. Children who are not attending Breakfast Club can arrive in the school playground from 8.45 am. School begins at 8.55 am. When the weather is wet, children can come into school from 8.45 am and go directly to their classrooms. The school gates are locked between the hours of 9.00 am and 3.20 pm.

Visitors to the school enter by the gate near the main footpath. They have to use the intercom system which is activated by staff in the school office when identity has been checked.

The admissions register is kept in the office. Data collection sheets are kept in the green file labeled Pupil Records. It is the responsibility of parents to inform school of any changes in address, telephone number, childcare etc on a regular basis so that records are kept up to date. Reminders to do this are sent out termly. The register monitors collect the lunch registers from the school office prior to the start of the morning session.

The class teacher will complete the on line attendance register in the morning together with the lunch register. The lunch register monitors return it to the school office by 9.15 am. If a child is absent the appropriate symbol should be marked beside the child's name.

The online class register should also be taken in the same way when afternoon school begins at 1.10pm. Registers will be kept open for no longer than 15 minutes.

If a child is marked absent on the register and no phone call or message has been received to explain why, the teacher must tell the office staff who will ring the parent/carer by 9.30 am.

If a parent rings in to say that a child will be absent, a record is made on the online system in the office by whoever takes the call and the class teacher is immediately informed. Should a teacher have concerns about a child in their class the head teacher should be informed and he/she will ring the child's parents/carers or whichever agency is appropriate.

Where lateness is identified as a problem a letter will be sent by the Admin/Finance Manager to highlight that this is an area for concern. If this persists the Headteacher will see parents to discuss ways of ensuring punctuality. If punctuality shows no improvement the school may contact the Education Welfare Service.

School's Response to Absence

St John of Beverley RC Primary School will always investigate absence. If absence persists the Headteacher will arrange a meeting with parents/carers to try to solve the problem. Every case is different. The Headteacher will take account of family circumstances and the pattern of absence and may suggest monitoring progress for 2 to 4 weeks. If this is not successful an action plan may

be drawn up. If this does not succeed either the school contact the Education Welfare Officer and if necessary make a referral.

Holiday in Term Time

St John of Beverley RC Primary School has taken into account the guidelines issued by the LA and in consultation with the Governing Body has published a policy on term time holidays. In line with the LA Policy the Headteacher cannot grant authorisation for absence for the purposes of holidays. Only in exceptional circumstances will absence be authorised. Parents are reminded at the start of the academic year about the school's policy on term time holidays. It is not the school's policy for teachers to give work for children to do while they are on holiday.

Children Missing in Education

If a child seems to have disappeared from the area without explanation this child must not be removed from the register without referral to the Education Welfare Officer.

The school will also place the child's name on the National Lost Pupils' Database which is a repository for the Common Transfer File.

If the school has concerns regarding the pupil then the SENCO, who is the designated Child Protection Officer or the Headteacher who is the Designated Safeguarding Lead, will alert Social Services if appropriate. If the school believes a crime may have been committed the Headteacher will contact the police directly.

Strategies for Promoting Good Attendance and Punctuality

St John of Beverley RC Primary School adopts a positive and proactive role towards good attendance and punctuality in line with the Behaviour Policy, Anti Bullying Policy and Special Needs Policy.

- All school staff set a good example by always being punctual.
- Parents are contacted on the first day of pupil absence if they have not already contacted the school
- If appropriate individual targets for attendance are set with pupils and their parents/carers.

Monitor Review and Feedback

Attendance figures are reported to Governors at the termly Full Governing Body Meeting. Therefore if attendance becomes an issue Leaders both within and from outside of the school will have full information to intervene to make improvements.

Signed: Angela Nicholl

Date: February 2017

Review date: February 2019