



Every Child Matters Academy Trust Attendance Policy



The term school applies to all schools within the Trust

The Trust seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her true potential.

We strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. We aim for our schools to be places where everyone wants to be.

All staff work with pupils, including those of Nursery age, and their families to ensure each pupil attends school regularly and punctually.

We have 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 we have an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

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 handbook and prospectus to convey importance.
- 2 Termly reports to governors via Headteacher's report.
- 3 Termly report to parents via newsletter.
- 4 Importance conveyed at new parents' meetings.
- 5 Provide quality training for staff.
- 6 Display materials at focal points – attendance display in entrance.
- 7 Discuss attendance issues - EWO, monthly attendance meetings (HT, PSA, Attendance Officer)
- 8 Reward systems – termly and at end of year.

- 9 Agree criteria for the authorisation of “holidays in term time” as defined in current LA guidance.

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 contact, using designated school staff, on first day of absence.
- 3 Clearly defined late registration procedures (from 8.45am, pupils are missing their first lesson and their lateness is considered to have a detrimental effect on their learning and progress. Children enter school via the front entrance after this time and register at the office.)
- 4 Where no contact has been made by the third day of absence, school staff to carry out a home visit. A home visit may also be carried out to support a pupil’s return to school, even where contact has been made.
- 5 Respond swiftly to lateness (in respect of both pupils and parents).
- 6 Appoint an Attendance Officer (Mrs. Levitt) with appropriate time set aside.
- 7 Define clearly the roles and responsibilities within the school staffing structure.
- 8 Engage EWO to support school in supporting families with attendance issues.
- 9 Have clear procedures prior to referral to Education Welfare Officers.
- 10 Review attendance regularly.
- 11 Be familiar with the Education Welfare Service’s referral and recording systems, as detailed in the Education Welfare Service Service Level Agreement.

Aim No 4: To Provide Support, Advice and Guidance to Parents and Pupils

- 1 Highlight attendance in assemblies, SEAL, parents’ evenings etc.
- 2 Set aside area / time for parents to speak to staff.
- 3 Provide quality communication with parents e.g. when parents ring in.
- 4 Provide accurate and up-to-date contact information for parents.
- 5 Involve parents from earliest stage.

Aim No 5: To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

- 1 Use SIMS electronic registration.
- 2 Standardise recording of:
 - authorised / unauthorised absence
 - educational activity
 - presence
- 3 Be consistent in the collection and provision of information.
- 4 Clear and agreed information for:-
 - governors

- pastoral staff
 - other school staff
 - parents
 - pupils (individual or groups)
 - Education Welfare Service
- 5 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 Effective use of attendance / punctuality letters.
- 3 Promote expectation of absence letters / phone calls from parents.
- 4 Make use of Attendance Panel Meetings to support families with attendance/punctuality issues.
- 5 Explore the wide range of opportunities for parental partnerships (see Aim 2).
- 6 Provide information in a user-friendly way (may include languages other than English, and non-written).
- 7 Welcome and encourage all parents into school.

Aim No 7: To Implement a System of Rewards and Sanctions

- 1 Termly and end of year attendance awards and prizes.
- 2 Actively promote attendance and associated reward and effective sanctions.
- 3 Ensure fair and consistent implementation.
- 4 Involve pupils in system evaluation.
- 5 Take action which accords with objectives agreed between school and others e.g. Education Welfare Service, parent, Behaviour Support Service.

Aim No 8: To promote Effective Partnerships with the Education Welfare Service and with other Services and Agencies

- 1 Designated key staff for liaison with Education Welfare Service and other agencies.
- 2 Give priority to timetabled meetings with Education Welfare Service.
- 3 Carry out initial enquiries / intervention prior to referral.
- 4 Gather and record relevant information to assist completion of Education Welfare Service.
- 5 Agree attendance reviews with key school staff and Education Welfare Service as detailed in the Education Welfare Service Service Level Agreement.
- 6 Arrange multi-agency liaison meetings as appropriate.
- 7 Establish and maintain list of named contacts within the local community e.g. community police contact officer.
- 8 Encourage active involvement of other services and agencies in the life of the school.

9 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 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.
- 7 Include Education Welfare Officers, parents and pupil in reintegration plan.

Aim No 10: To follow Good Practice Guidance for Nursery Settings in Respect of Procedures to be Implemented when Non Compulsory School Age Children are Absent

We will:-

- Obtain the reason for absence in respect of any non compulsory school age child.
- Include in our prospectus /school website the need for the parent/carer to contact school with the reason for absence when the child is unable to attend.
- Accurately record all information on reasons for absence, both that which is provided by parents contacting school and the information gathered when making first day absence calls.
- Adhere to the criteria for referral to the Education Welfare Officer for non-compulsory school age children.

Holidays In Term Time

The Headteacher considers each application for holidays in term time on an individual basis. In line with statutory requirements and local authority guidance, holidays during term time will only be authorised in **exceptional** circumstances e.g. serious illness or bereavement.

The school will make FPN referrals to the LA when families take unauthorised holidays during term time, in line with LA guidance.

The implementation of this policy will be monitored by the LGB and Board of Trustees via termly reports by the Headteacher. The school's attendance target for this year is 96%.

Approved by the Board of Trustees on _____

Signed:

Chair of Trustees _____ CEO _____