



Spetisbury Primary School

Attendance Matters

Attendance Policy	Attendance Policy
Policy Audience:	All Parents/Carers, School Staff and Governors
Staff Contact:	Andrew Brown - Headteacher
Date policy was adopted:	November 2021
Review date	November 2023
Other related policies and guidance	<ol style="list-style-type: none">1. DFE School attendance-guidance for local authorities- August 20202. GOV.UK-Addendum:recording attendance in relation to Covid 19 during the 2020 to 2021- September 20203. DFE School behaviour and attendance-parental responsibility measures -January 20154. DFE Children missing education-September 20165. DFE Keeping children safe in education- September 20206. DFE Alternative provision-January 20137. DFE Education for children with health needs who cannot attend school-January 20138. DFE School exclusion-September 2017
<p>This policy is to be read alongside the appendices which are listed at the end of this policy.</p>	

Policy summary

In line with OFSTED guidance this policy will support pupils to value their education, with a key aim being that few pupils are absent or persistently absent with no groups of pupils disadvantaged by low attendance. To improve pupil attendance the school and our staff will need to be insistent, consistent and persistent.

Our approaches to tackling absence will be most effective when a number of different approaches are adopted, as outlined in this policy. The initiatives to encourage good attendance are dictated by a number of factors including age of pupils, parental engagement, geographical location and social and economic circumstances. As an individual school we need to respond to our own particular profile in a way that ultimately works best.

While the parent/carer is primarily responsible for ensuring their child attends school regularly, where school attendance problems occur, the key to successfully resolving these problems is collaborative working between the parent/carer, the child and the school. As a school, we encourage you to communicate with us.

Monitoring and analysing attendance data regularly will allow early intervention to address issues, this includes raising concerns with other agencies such as children's social care and early help services within North Dorset. MyConcern (Safeguarding Online Database), school pupil database (Arbor) alongside data software such as excel will help us Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy

Policy aims:

- To reduce persistent absenteeism
- To increase attendance across the school so that the attendance percentage is 96% or above for statutory school age children.
- To lay out the escalation procedures followed as a result of poor attendance and how other agencies support this process.
- To safeguard all our children on roll and ensure safeguarding remains effective always

Legal Framework:

The Education Act 1996 states that:

The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability, aptitude, and to any special educational needs they may have, either by regular attendance at school or otherwise.

A person begins to be of compulsory school age when they attain the age of five.

Parents and carers can be prosecuted as a result of poor attendance.

Term time leave:

A request for pupil leave during term time must be requested prior to leave being taken and will in most cases be unauthorised, which may lead to the parent/s being prosecuted and/ or issued with a penalty notice if they do take their child out of school. Permission for leave can only be given by the Head teacher. Term time leave can only be authorised in exceptional circumstances.

Term dates are published well in advance on the Dorset local authority website so parents can check school term times. Our INSET days are also published as soon as we have them.

Roles and responsibilities:

Spetisbury Primary School takes a whole-school approach to promoting good attendance and it is the joint responsibility of Parents/Carers, Governance and all staff to ensure that children are attending school regularly.

Roles and responsibilities: Headteacher as Attendance lead:

- Implementation and review of this policy and the vision of new attendance initiatives.
- Line management of the School's attendance and welfare officer
- Recognising attendance as an important area of school improvement. Making sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Ensure that systems are in place to record and report on attendance data to other senior leaders, Local authority and school governance.
- Consider and advise on applications of special leave
- To consider the safeguarding implications of poor attendance.

Roles and responsibilities: attendance and welfare officer

- Liaising with other agencies working with pupils and their families to support attendance
- Taking into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- Making sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expecting good attendance and punctuality from all members of the school community and make sure that pupils understand its importance.
- Conveying clear messages about how absence affects attainment, wellbeing and wider outcomes. We build attendance regularly into our parent reviews as well as team around the child and team around the family meetings
- To consider the safeguarding implications of poor attendance.
- Oversight of morning and afternoon registers and checking marks
- Populate the school's attendance board weekly using reports from the school's SIMS system
- Follow the protocols set out in the escalation procedures document preparing appropriate paperwork.
- Refer families to the Access and Engagement Service for Penalty notices and Court warnings
- When appropriate to conduct home visits to check attendance or welfare of children
- Support parents when attendance for their child is an issue
- Meet with parents alongside the school staff
- Be part of team around the child meetings that involve attendance as needed
- Working closely with the attendance and welfare officer to identify families that need support
- When appropriate, conduct home visits to check attendance and welfare of children

Roles and responsibilities: Governors

- Contribute to the development of the policy and support the school in its implementation;
- Review the school's attendance policy over a 3-year cycle or in light of any procedural changes ensuring that all provisions are put in place to allow school staff, parents/carers and children to implement the policy effectively;
- Monitor the school's attendance data and persistent absentee data against national expectations in school committee meetings

Roles and responsibilities: Teachers and support staff

- Be active in their approach to promoting good attendance to pupils and their Parents and Carers, which includes forming positive relationships with families;
- Report on attendance at parent review meetings

Roles and responsibilities: Parents and Carers

- Support their child's positive attendance
- Treat staff with respect and actively support the work of the school
- Communicate as early as possible circumstances which may affect absence or require support