

# Northburn Primary School

## Whole school attendance policy

**Aims** -The Governors of Northburn Primary School are committed to providing a full and efficient education for all of our pupils. We believe that all pupils benefit from education and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all pupils attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

### Expectations

We expect all pupils will:

- Attend school regularly
- Arrive on time and fully prepared for the school day

We expect that all parents/carers will:

- Ensure their children attend school every day and on time
- Ensure that in the event of an absence they contact the school before 9am
- Ensure that their children arrive in school fully prepared for the school day and check that they have completed their homework
- Provide the school with up to date home, work and emergency contact numbers
- Ensure holidays are not arranged during in term time
- Inform the school in confidence about any problem which might affect their child's attendance or behaviour.

The school will

- Record their children's attendance regularly, accurately and efficiently
- Contact the parent when their child fails to attend school without good reason
- Deal discretely and properly with any problem notified to the school by the parent
- Make all efforts to encourage good attendance and behaviour
- Instigate proper enquiries before removing the child from the school roll.

### Promoting good attendance

We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and within 5 minutes of the start of the session
- Following-up absence by 9.15 on the first day

- Undertaking attendance checks
- Sending parent/carers yearly attendance figures
- Collecting data on attendance for the whole school and by year group and making this available to governors and to parents.
- Using the agreed reward system.

### **Responding to poor attendance**

When a pupil fails to attend school without a satisfactory explanation, we will:

- Contact the parent by telephone or TEXT BY 9.30am
- If the pupil or parent/carer fails to respond, the matter will be discussed with school's Education Welfare Officer, with a view to a formal referral.

### **Referrals**

The policy is to refer to the E.W.O. pupils who have:

- three or more consecutive absent days with no explanation
- are persistent absentees
- are erratic attendees
- are regular absentees on specific days, giving a clear pattern
- are persistent latecomers
- Take holidays during school term time

### **Holiday Requests**

- All holiday requests of more than one day will be registered as unauthorised, special circumstances will be considered.

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Headteacher together with the class teacher will be responsible for deciding upon the programme for return and for the management of the programme. All staff need to be aware that this is a difficult process which requires extreme sensitivity and that any problems should be notified to the Headteacher as soon as possible. In collaboration with the parent and the EWO, programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons, as appropriate. This may involve the Special Educational Needs Coordinator. Staff will be notified of the return of a long-term absentee through the weekly briefing meeting.

## **Organisation**

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils the importance of the education being provided.

### **Governors**

- To ensure that the school has in place a whole school attendance policy.
- To receive termly reports from the Headteacher in respect of attendance data and trends.
- To monitor the effectiveness of the whole school policy.

### **Headteacher**

- To oversee the whole policy.
- To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those pupils looked after by the County Council.
- To report to governors on attendance issues on a termly basis.
- To ensure liaison with the link Education Welfare Officer.

### **Class Teachers**

- To complete registers accurately and on time.
- To follow-up immediately any unexplained non-attendance by 9.15 am
- To inform the Headteacher of concerns.

Adopted            May 2012

Review            Oct 2015