



Attendance Policy

Reviewed and Updated **September 2017**

Vision and Mission

Our vision is that every single member of our community will love, learn and grow together. This is achieved by:

- Celebrating what we are good at
- Challenging ourselves and doing our very best in our work
- Loving and respecting ourselves and each other
- Knowing that we are loved for being just how God made us
- Accepting that everyone is special



Introduction

At St John Fisher we aim to educate the whole child development process by offering positive self-esteem, a love of learning, a sense of creativity and an eagerness to further develop their own potential to its highest worth. It is our legal responsibility to ensure good attendance and punctuality, which are vital if children are to attain their full potential as learners, so we aim to promote these at all times. We recognise the importance of motivating our children to come to school and strive to provide stimulating and exciting learning experiences.

We positively promote inclusion and we actively pursue an Equal Opportunities policy and value and celebrate differences. The school recognises the role of adults in getting children to school everyday and on time and always works with parent/carers and the LA to establish good habits from an early age thus establishing a commitment to lifelong learning.

Policy and Procedures

The Law

The 1996 Education Act requires that:

- ✓ **Parents must ensure that pupils of compulsory school age (5-16) receive a suitable full-time education by regular attendance at school or otherwise.**
- ✓ The LA must provide school places to parents who wish their children to be educated at school.
- ✓ The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- ✓ The school must report to the LA pupils who fail regularly to attend or are absent for more than ten days without explanation.
- ✓ The LA has a duty to ensure that parents fulfil their legal responsibilities
- ✓ Failure by parents to ensure the regular attendance at school is an offence punishable in law.



School Target

The whole school target for attendance is currently 97%. This is reviewed annually.

The school expects parents to:

- encourage pupils to attend every day and on time
- collect children on time at the end of the school day
- inform school on the **first day** for the reason for absence either by **telephone call** or letter
- ensure pupils are properly prepared for the school day (bring PE kit, reading book, homework)
- arrange medical appointments with the exception of hospital appointments out of school hours

Parents and pupils can expect from school:

- a broad, balanced and enriched curriculum
- promotion of good attendance
- written notification if attendance becomes a cause for concern
- efficient and accurate recording of attendance
- first day contact with parents when absence is unexplained by text or telephone call
- prompt action and contact with parents when problems arise
- regular liaison with the Learning Mentor with regard to attendance and support for parents and pupils where needed

Registration Procedures

1. **School Starts at 9.00am.** Teachers bring their class in from the playground and begin to complete the register on SIMS **immediately**. Once completed, registers are saved, or a paper copy is returned to the office if necessary.
2. If a child arrives in the classroom after the register has been completed, the teacher will insert an '**L**' by his/her name and they will be recorded as late.
3. Class teachers must complete the registers accurately. Legal prosecutions cannot take place if there are inconsistencies in the register.
4. If a child arrives in the classroom after the register has been returned to the office they **must** report to the office. Office staff will record an '**L**' in the register.
5. **For legal reasons, registers are closed at 9:15am.** Children arriving after that time will be given a late absent mark '**U**' and this will count as a half day absence even though they are in school.
6. In the afternoon, registers are taken at 1pm. The same procedure for a late arrival is adhered to.

Absences

1. An explanation for absence is required on the first day. This must be verbal (**phone call**) or written (letter). This information is passed to the teacher and then recorded on the register by the admin officer.
2. Information given in a written note should be entered into the register by the school office staff, and will be kept securely for the duration of the academic year.



3. The designated member of the school admin staff for attendance will phone/text the parents of any children who are not in school that day and for whom no explanation has been received. The school staff will continue to phone/speak to relatives every day until contact is made.
4. If there is no response or an explanation given after the child returns to school, an unauthorised absence mark is given.
5. Unauthorised absence marks will also be given for the following reasons:
 - visiting relatives
 - shopping trips
 - looking after brothers or sisters
 - missing the bus
 - any other unacceptable reasons
6. The current law does not give any entitlement to parents to take their child on holiday/leave during term time. Any application for leave must be in exceptional circumstance and the Head teacher must be satisfied that the circumstances warrant granting of leave.

Parents can be fined for taking their child on holiday/leave during term time

Responding to Poor Attendance

- Attendance is monitored by the learning mentor and children in danger of falling below 90% attendance will receive a concern letter highlighting the child's overall attendance for the half term.
- Parents may be invited to an attendance meeting where an action plan to improve attendance is drawn up.
- Children with no improvement in attendance seen may be issued with a Penalty Notice Letter.
- If the conditions of the Penalty Notice Letter are not fulfilled the Learning Mentor will refer the case to MAST.

Rewards and Incentives

- ✓ Class attendance will be shared each week in the newsletter and the classes with the highest attendance will receive a reward.
- ✓ Children with a 100% percentage attendance at the end of the academic year will be rewarded with a certificate.