



St. Teresa's RC Primary School

Attendance and Punctuality Policy

This policy was approved by the Governing Body on 9.03.17
To be reviewed Spring 2019

Rationale

At St. Teresa's we consider that regular and punctual attendance is vital in ensuring pupils make the most of their educational opportunities. We endorse the Government's efforts to improve overall national levels of pupil attendance and commit to doing all we can to contribute positively to this work.

We recognise that poor attendance can be an indicator of, and a contributing factor to, vulnerability.

St. Teresa's has a strong tradition of good attendance arising from strong partnerships between home and school. OfSTED (2015) judged attendance to be GOOD. The 2015 National data was 96% and our most recent data (Autumn 2016) was 96.2%. We continue to set targets for making year on year improvements and monitor pupil attendance regularly.

Roles and Responsibilities.

The Governing Body is responsible for the overall performance of the school in this area. Day-to-day management of the systems and monitoring have been delegated to the Headteacher.

All members of the administration team deal with telephone calls from parents relating to absence. The school follows the *First Day Absence Call* procedure and this activity takes precedence over all other tasks in the school office.

Attendance data is recorded and reported by Mrs. Maggie Chinnery, Pupil Data Manager. She liaises with our Attendance Support Worker* as necessary and reports issues to the Headteacher.

The Local Delivery Group employs an Attendance Support Worker (Mrs. Vicki Hann) who supports schools with policy formation, early intervention through to

legal casework. Her role includes facilitating CPD and updates on the legal frameworks for school attendance officers, 'cold – calling,' attendance at School Attendance Meetings (SAMs) and liaison with other agencies engaged to work with families.

The Headteacher is responsible for considering requests for Leave of Absence from parents on behalf of their child/ children. A pink proforma is used for this purpose. The Headteacher considers each request on its merits, deciding whether the request meets the "exceptional circumstances" requirement. The pupil's attendance record is also taken into account.

Class teachers maintain the class registers in accordance with the school policy. Registration periods are kept to a minimum and registers are returned to the office at the close of registration, no later than ten minutes after the start of the school day. Any concerns or issues are raised with the office for immediate investigation.

Pupils who are not present for registration are deemed to be late. In this instance, they have to report to the school office where the reason for lateness is investigated and the register updated accordingly.

Reporting Arrangements

The Pupil Data Manager provides termly reports to the Senior Leadership Team. These reports include bespoke data relating to vulnerable groups/ individuals. The Headteacher reports the current attendance data to the Governing Body via the *Governors Key Facts* document, which is updated termly.

Missing Pupil Procedures

The school recognises the link between attendance and **safeguarding** and complies with the Local Authority's policy for managing cases of Pupils Missing in Education.

Rewarding Good Attendance

A weekly Attendance Cup is presented at assembly to the class with the highest attendance rate. This information is share via the school newsletter and website. Individual pupils are rewarded for good attendance with certificates: silver for 95% attendance in a term, gold for 100%. A platinum certificate is awarded for 100% attendance in a whole academic year. Also a letter of congratulations and thanks is sent to the parents of pupils who achieve 100% attendance in a full academic year.