



ATTENDANCE POLICY

The Attendance Policy for St. George's Central School and Nursery was written in consultation with all staff in line with National and Local legislation revised during the Autumn term 2018.

Introduction

This document is a statement of the importance the school places on regular punctual attendance and the partnership of parents/carers, children and staff, which is needed to ensure this. It also addresses ways of helping to ensure good punctual attendance.

Aims

- * To convey a clear message to parents/carers and pupils that regular attendance is vital to ensure that each child has the maximum opportunity to progress effectively with their learning.
- * Establish and sustain effective links with parents/carers to ensure that this is the case.
- *To have clear systems and procedures in place to ensure that absences are checked on the first day of non-attendance and further or continued absence will be monitored and authorised.
- *To have clear systems and procedures to monitor and remedy unauthorised absences.

School Systems

- *The leadership team of the school will, through the Learning Mentor, be responsible for attendance and ensure the following:
- *That all staff keep accurate registers;
- *That all staff are aware of the procedures for reporting/recording absence;
- *Monitoring daily the attendance of all children;
- *Reporting attendance to parents/carers on annual reports and half termly RAG letters;
- *That First Day Absence Calls take place;
- *Home visits if required;
- *That all absences are authorised and coded appropriately;
- *Monitoring attendance weekly for any patterns, declining frequency and patterns of lateness;
- *Taking structured steps to address any of the above and if appropriate refer to the Early Help Hub Attendance Service for the following; the use of education penalty notices and the monitoring of persistent and frequent absence (90% or below at any given point in the year);
- *Whole school annually issued Education Penalty Notice warning letter;
- *Termly reminders/links to the Education Penalty Notice warning letter included on newsletters;
- *Education Penalty Notice letter and Wigan Council Education Penalty Notice Code of Conduct are on the school website;
- *Education Penalty Notice letter and Wigan Council Education Penalty Notice Code of Conduct form part of the school prospectus;
- *Reward and praise children for prompt arrival and good attendance;
- *That the attendance trophy and/or certificates are presented each week/month in celebration time to the class with the highest attendance;
- *That any child with good attendance receives a certificate to reflect this achievement;
- *That that regular updates with the Early Help Hub Attendance Service have accurate information with regard to attendance and punctuality and address issues immediately they arise;
- *Provide up to date reports to the Governors.

'Never settle for less than your best'

Parents/Carers role:

- *Ensure that school is informed by responsible adult on first day of absence.
- *Ensure holidays are taken in school holiday time.
- *Be willing to escort child to school if necessary.
- *Ensure child is punctual.

The Governors' role:

To become involved in cases of persistent non-attendance, meeting with staff, parents/carers and children to find the reasons for non-attendance and explore possible solutions.

The system in place to address non-attendance is as follows:

- *When a child is absent without explanation, the Learning Mentor or Head Teacher will contact the parents/carers on the first day of absence.
- *If no contact has been possible with the family then a home visit may be required.
- *Where a pupil is known to have a pattern of persistent absence or frequent absence, they will be invited into school for an attendance meeting.
- *Notes, records of telephone calls and medical certificates should be dated and initialled by the office staff/Learning Mentor. All such items will be treated with appropriate confidentiality.
- *Should attendance fall below 95%, a letter notifying the parents/carers of the child's attendance will be sent to the family.
- *Continued absence will then result in the implementation of the statutory systems for Persistent absence and frequent absence.
- *Each pupil's absence will be inputted onto the SIMS Attendance module each week so that calculated absences can be seen at a glance and followed up consistently by the schools.

The system in place to address punctuality is as follows:

- *Doors open at 8:45am.
- *Morning registration will take place at 8:55am.
- *Registers will remain open until 9:25am .
- *If a child arrives after 9:25am without a reasonable explanation then an 'unauthorised late code' will be recorded.

This policy was reviewed with due regard to the Equality Act 2010 and was presented and approved by the Governors during the Autumn term 2018.

Policy reviewed/adopted: December 2018

Signed: (Headteacher):



Date: December 2018

Signed: (Vice-Chair of Governors):



Date: December 2018

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