



# Attendance Policy

Date of Policy: October 2009  
Review Date: October 2010

## Attendance Policy

### Aim

To encourage pupils to achieve optimum attendance throughout their school career at Clapham Terrace and beyond.

We recognize that regular, punctual attendance is inextricably linked to achieving and maintaining optimum academic success for every child. We celebrate good and improved attendance and we actively support children and their families in working towards their best possible attendance level.

### Objectives

- To encourage & support optimum attendance and punctuality for all pupils.
- To accurately record and monitor attendance and absences and to provide accurate attendance and absence statistics.
- To identify families who may be experiencing difficulties with attendance and to apply appropriate strategies to support them and to minimise absenteeism.
- To ensure a consistent approach to attendance throughout the school.
- To provide frank & open information for parents, outlining:
  - how absence and attendance are recorded
  - the expectations of school regarding attendance
  - the outcome of low attendance and/or regular lateness.
- To encourage and facilitate an open & honest dialogue between school and parents regarding attendance and punctuality.

## Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive, full-time education, whether by regular attendance at school or otherwise.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

## Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

- We will ensure that all pupils feel supported and valued.
- We will send a clear message that if a pupil is absent, she/he will be missed.
- We will consult with all members of the school and the Education Welfare Social Service in developing and maintaining the whole school attendance policy.
- We will encourage parents/carers to be actively involved in promoting their child's attendance.
- We will discourage the taking of holidays in term time.
- We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the law relating to attendance.
- Regular information will be sent to parents and pupils informing them of attendance rates and related issues.
- We will ensure regular evaluation of attendance the attendance policy and procedures by Senior Managers and the School Governors.
- Attendance will be an important feature of the School Improvement Plan.
- Consistent and vigorous monitoring and evaluation procedures will be in place.

## Procedures

### To encourage optimum attendance and punctuality

- Clear registration times: 8.55am – 9.00am and 1.10pm – 1.15pm.
- The importance of punctuality will be conveyed to children , parents/carers and staff through discussion, newsletters, prospectus, Home School Agreement and parent/teacher meetings.
- Parents/carers will be required to sign the Late Book and to provide an explanation for the late arrival of a child.

To record and monitor attendance and absenteeism and apply appropriate strategies to minimize its occurrence.

Staff will receive regular guidance on the accurate completion of registers via staff training and attendance updates.

School expects parents/carers to contact school on the first day of an absence

- by leaving a message on the absence line (01926 430854)
- by leaving a message on the office answer phone (01926 423404)
- by speaking to a member of staff after 8am (01926 423404)
- by coming to the office in person.

The onus of responsibility to report an absence is with the parent/carer. Unexplained absences will be recorded as unauthorized within 10 days if no contact is made.

School will only contact parents if the absent child is one who walks to school by his/herself.

An annual attendance target will be agreed by the governors and progress towards this target will be monitored on a termly basis.

Evaluation of the impact of the Attendance Policy and planned work will be identified in the school Improvement Plan.

Attendance Information will be included in School documentation e.g. the prospectus, reports, home-school agreements.

To celebrate and reward a successful record of attendance on a half-termly basis.

Consistent reward/celebration systems will be implemented to acknowledge good or improving attendance.

Half termly attendance certificates will be awarded to children achieving 100% attendance or improved attendance for children for whom there are attendance issues.

Children with medical issues affecting their attendance will have this taken into account.

## To ensure a consistent approach throughout school.

The response to lateness will be consistent. Office staff will transfer late arrival information into Class Register and make any necessary amendment to the dinner register.

Clear information regarding the effect that persistent lateness has upon pupils will be communicated to parents.

Clear guidance on authorised and unauthorised absence will be provided regularly to parents, carers and staff.

Holiday application forms will be processed consistently and in accordance with the L.A's 'Calculation Chart' for the Authorisation of Holidays in Term Time.

The cases of all pupils presenting with attendance issues will be treated fairly, openly and with compassion and respect.

All parents will be provided with information regarding their child's attendance levels each term (this will include attendance figures provided with the child's school report at the end of the school year)

## Performance

Realistic attendance targets will be set in consultation with the LA. The school will evaluate

When evaluating success, the school will consider whether or not:

- Attendance levels have improved
- Punctuality has improved
- Parental response to absence has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance within the school and the governing body.
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in school assemblies; Personal Health & Social Education (PHSE) lessons; or as a theme for any other lessons

## Practice

The school will affirm the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly producing and analysing attendance data
- Ensuring prompt follow-up action in cases of absenteeism
- Liaising closely with the Educational Social Work Service (ESWS)
- Recording all messages from parents on the SIMS system.

It is essential that everyone involved in promoting good attendance and punctuality is clear about the importance of raising standards.

**Promotion of attendance is the responsibility  
of the whole school.**