

	SANDBROOK PRIMARY SCHOOL		
	PUPIL ATTENDANCE		
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Author /owner	HEADTEACHER		
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## Introduction

Sandbrook Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

All members of the school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

*This policy is based on current government and Local Authority guidance and statutory regulations (APPENDIX 1).*

## Expectations

Our school expects that:

- All pupils achieve a yearly cumulative attendance percentage of 97% or above.
- All pupils arrive at school at 8:45am fully prepared for the day.
- All staff members, governors and families support the vision of a whole school cumulative attendance percentage of 97% or above.
- Families do not organise holidays during term time.

## Policy

It is the policy of the school to:

- Monitor the attendance of all pupils at Sandbrook Primary.
- Support all pupils and families to meet the attendance expectations.
- Celebrate when pupils meet all attendance expectations.
- Challenge those pupils and families who do not meet attendance expectations after appropriate support has been provided.
- Not authorise term-time holidays or leave of absence except in exceptional circumstances.
- Request that the LA issue Fixed Penalty Notices to all families that meet criteria set out in Wirral Policy.

### **Responsibilities:**

*Pupils' attendance will be described using the following RAG rating system. **Red = 90%-94%, Amber = 94% - 96%, Green 97% - 100%**. Any pupil with a cumulative percentage **less than 90%** will be identified as being **persistently absent**. This is in line with local and national statutory regulations.*

### **Families are responsible for:**

- Ensuring that their children to have an attendance percentage of at least 97%.
- Ensuring that their children arrive at school at 8:45am.
- Informing school that their child is absent before 8:45am, on the first day of absence.
- Engaging with school to improve attendance or punctuality if required.
- Meeting all actions that have been agreed with the school's attendance officer.

### **Pupils are responsible for:**

- Helping their family to be ready in the morning so that they arrive at school at 8:45am.
- Informing an adult of any concerns that they have about school or friendships in school.
- Striving to achieve an attendance target of 97%.
- Following any and all attendance procedures.

### **Class teachers are responsible for:**

- Taking the register accurately, marking pupils absent after 9:20am.
- Ensuring that attendance is seen as a key priority by all pupils in their class.
- Being the first point of contact for pupils and families that may need support.
- Informing the attendance officer of any concerns regarding a pupil's attendance.
- Displaying class attendance posters when appropriate.
- Completing behaviour and attitude coaching sheet, half termly.

### **Attendance officer is responsible for:**

- Monitoring school attendance data regularly.
- Identifying pupils and families that require different levels of support (see flow chart).
- Informing pupils and families of any actions that they need to follow.
- Implementing different levels of support for pupils and families.
- Monitoring impact of support and identifying next steps if required.
- Evaluating impact of the policy and procedures.
- Reporting progress to HT and governors each half term.

### **School office is responsible for:**

- Carrying out first day contact procedures for any pupil whose whereabouts are unknown.
- Updating the weekly tracking document.
- Informing the attendance officer of any concerns regarding a pupils' attendance.
- Reporting to parents the RAG rated attendance percentages of their children.
- Completing any administrative duties that are deemed appropriate by the attendance officer or Headteacher.

**Headteacher is responsible for:**

- Ensuring the policy is implemented.
- Ensuring that the school adheres to any and all statutory guidelines involving attendance.
- Authorising absences.
- Monitoring the impact of the attendance officer.
- Monitoring that all responsibilities are being met appropriately.
- Co-ordinating escalations to the Local Authority with the attendance lead.

**Leaves of Absence and/or Term Time Holidays**

*It is the expectation of the school that families do not organise holidays during term time. Leave of absence requests will only be authorised in exceptional circumstances.*

In the event of a family taking a pupil(s) out of school for a leave of absence/holiday the following must occur:

- The family must request a leave of absence in writing. This request must be made to the headteacher who will then decide if the leave of absence is to be authorised or not.
- The headteacher will inform the family of the school's decision in writing.
- The attendance officer will request a fixed penalty notice be issued for any pupil that accumulates 10 or more sessions of unauthorised absence. This will also be the case if a family does not make a written request to the HT.

**Pupil Leaving During the School Day**

During school hours the school staff legally act in loco-parentis and therefore must know where the pupils are during the school day. Therefore:

- Pupils are not allowed to leave the premises without an adult.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Where a pupil is being collected from the school, parents are to report to the school office and sign their child out.
- If a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person.*

## ***APPENDIX 1***

- *LA Model School Attendance Policy*
- *Penalty Notice Code of Conduct*
- *DfE School attendance*
- *DfE School Attendance Parental Responsibility*
- *Sandbrook Primary School Attendance Letters*