



ST. MARTIN'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

## Pupil Attendance Policy

This policy has been approved in June 2020. This policy may need to be amended in light of the uncertain times during Covid 19. Any changes will be communicated via the school newsletter, email and website. Any changes will reflect best practice, current Government guidelines and our Christian ethos.

Chair of Governing Body.....



## ST. MARTIN'S C.E. AIDED PRIMARY SCHOOL PUPIL ATTENDANCE POLICY

### INTRODUCTION

- \* This document is a statement of the aims, principles and strategies for an effective Attendance Management Policy for pupils at St. Martin's C.E. (Aided) School.
- \* IFT was developed through a process of consultation with Staff, Governors and the Educational Social Worker, pupils and parents.
- \* The policy will be reviewed biannually.
- \* In this policy references to parents includes legal guardians and/or carers and to the Local Authority as the L.A.

At St Martin's Church of England Primary School we aim to create a welcoming and supportive learning environment to ensure each and every child can 'Serve one another in love' enabling our children to flourish. We place high priority on good attendance and punctuality, so that all children are able to get the very best from their time at school. We want to widen their horizons and aspire to be the best that they can be.

### AIMS AND PRINCIPLES

- \* Children attend School for each session during the prescribed school days, per academic year, unless there is illness or some other acceptable reason for absence.
- \* We aim to make the School a fruitful and enjoyable place to be so that a positive attitude to school and learning is nurtured in all pupils.
- \* We communicate to children that their contribution in school is valued and that staff care about them as individuals.
- \* Pupils and parents are aware of the emphasis placed on good attendance by the School and the School communicates in a positive manner to those pupils who have good records of attendance.
- \* We communicate on a regular and positive basis to parents and promote, through those communications, both good and poor attendance and punctuality.
- \* Parents are made aware of their legal obligation and responsibility and comply with attendance regulations.

### SCHOOL PRACTICE

- \* It is the parent's responsibility to ensure that absences are accounted for by a written or oral

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communication from the parent or legal guardian. It is only the School within the context of the law that can approve absence, not a parent.

- \* Since September 2013, parents are no longer permitted by the Government to take family holidays during term time. Head Teachers may authorise exceptional circumstances, following receipt of written explanation. Holiday in term time absence is recorded as unauthorised and may lead to a fine.
- \* Children should arrive on time, prepared for the day's learning. Any child arriving after 09.15 hours will be classified on the register as late. Registration will close half an hour after the School start time (08.55).
- \* All pupils arriving late should report to the main reception area before entering the classroom.
- \* A registration system is in place to record in an accurate manner attendance and absences. Currently, this is a paper register, which is completed in Class by the supervising adult.
- \* Absences will be shown on these registers as authorised or unauthorised, using the symbols indicated in the Local Authority's guidelines. Therefore, only the School can decide whether an absence is authorised or unauthorised.
- \* Procedures are followed to ensure that all absences are accounted for in a prompt and efficient manner. This includes Mrs. Newton phoning families who have not informed school in any way that their child will not be attending. She rings after 9.30 a.m. to ascertain where missing pupils are, inform families of the correct procedure to follow if the absence is prolonged and to request that, in future, school is informed in advance of the start of the school day, if possible.
- \* Attendance Data is collected, which is subsequently collated and published.
- \* School permission is sought prior to collection of children from the School for appointments, etc. Entrance/exit of pupils will be recorded in the School Office.
- \* There may be an occasion when school staff may accompany parent/pupils on or off the Premises e.g. if a parent needed support on the way to hospital. Rarely would School Staff transport a child or adult who had been taken ill. If basic first aid had not improved the situation, parent/carers would be asked to come to school to decide on next steps. In emergencies, the ambulance would be called.
- \* The School has developed a comprehensive system of reward and sanctions for attendance. Highest attending Pupils are given an attendance award at the end of the School year. Classes are awarded attendance certificates, with the highest attending class being announced in Friday Celebration Assembly. Annual school reports list attendance statistics for individual pupils and the Head Teacher comments on excellent and poor attendance.
- \* The Head Teacher has an overview of attendance and is made aware by Mrs. Newton, Head's Secretary, of any concerns relating to poor attendance of pupils or any other attendance related incidents.
- \* The School liaises closely with the Early Help Service and Attendance Adviser on matters concerning attendance and welfare of pupils. Pupils with attendance below 90% are monitored by the Attendance Manager. Frequent communication with families of poor attenders is a feature of everyday attendance procedure.
- \* Staff are aware of, and can access, the Local Authority's guidance on the subject of attendance with particular regard to the categories and definitions of authorised and unauthorised absences. This can be achieved by accessing the LA website and by talking with Mrs. Newton.

- \* The School will endeavour to publish and circulate as soon as possible dates of school holidays and training days so that parents have such information for forward planning and booking holidays. This information is published on the School website, is posted out through Parentmail and is circulated on the first newsletter every year.
- \* Attendance is a regular item on the Governing Body meeting agenda within the Headteacher's Report.

This policy will be reviewed at regular intervals, to ensure policy and practice match.

**Reviewed by Resources Committee  
Spring 2020**

**Next review : Spring 2022**