



St. Stephen's School
and Children's Centre
Learning for life

Attendance and Punctuality Policy

	Date	By	Role	Ratified	Date
Version 1	December 2009	Neena Lall	Deputy head teacher		
Version 2	October 2010	Neena Lall	Deputy Head Teacher		

SCHOOL AGREED STATEMENT

The school recognises the need for every pupil on roll to attend every day, as long as they are fit and healthy enough to do so. We believe that good attendance is essential in giving a child the best opportunities for learning.

The school fully recognises the link between attendance and attainment.

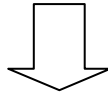
Aims and Guiding principles

- ❖ To successfully implement the school's attendance policy, the law and the local authority policy and procedures.
- ❖ To ensure pupils attain a regular pattern of attendance and punctuality that will support levels of achievement in school.
- ❖ To guide and support all partners on attendance issues.
- ❖ To work towards attaining school attendance targets.
- ❖ To achieve and sustain high levels of attendance and attainment at St Stephen's.

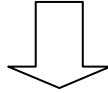
SCHOOL/GOVERNOR'S RESPONSIBILITY

School Procedure

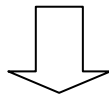
Every teacher is responsible for the registration of pupils at the beginning of each school session and fills in absence reason.



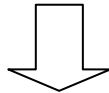
Phase EA/Nursery school clerk will telephone the parents of children who are absent.



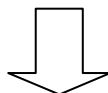
The school clerk will log the absence on the SIMS system.



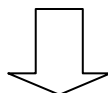
The DHT and school clerk will monitor attendance figures monthly.



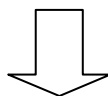
1st Letter sent by School Clerk: to parents of pupils with attendance below that months target. (Month 1)



If no improvement is made the phase leader will contact the parent by telephone or letter to discuss. (Month 2)



If attendance continues to fall below 92% for the third month the Deputy Head teacher (DHT) will meet or telephone the parents of key children.



If no further improvement is made another letter is sent referring the issue of the pupil's attendance to the EWO.

(Letters attached)

Leadership Procedure

1. The school clerk will provide the DHT with the following reports monthly:
 - a) A total % attendance figure
 - b) Year group attendance data
 - c) Individual pupil data for below 92%
2. DHT to inform School clerk re: letter 1 and inform class teachers
3. DHT to inform phase leaders of concerns
4. Phase leader to meet/telephone parent and report back to DHT re any changes
5. DHT to meet/telephone key parents and report to leadership.
6. HT and DHT to meet EWO regularly

In addition

- Phase leaders will promote good attendance and punctuality through achievement assemblies and expectations.
- To encourage and inform pupils on the importance of daily attendance/punctuality in relation to their overall attainment gains.
- Governors, support and monitor the agreed school policy on attendance.
- Governors agree realistic school attendance targets.
- The governing body at St Stephen's offer their full support in ensuring the schools attendance policy is carried out to the full.
- To praise and promote good attendance and punctuality across the school by awarding certificates in achievement assemblies.

LOCAL AUTHORITY (LA) RESPONSIBILITIES

The LA shares the legal responsibilities in respect of school attendance.

- ✓ The LA provide the school with an assigned Education Welfare Officer (EWO).
- ✓ The school sets attendance targets each year with the LA, SIP and governors.

PARENTAL RESPONSIBILITIES

Parents need to take the responsibility of their child's daily attendance and punctuality at St Stephen's very seriously.

Reception Classes	8.55am-11.45am
Key stage 1 Phase morning session	8.55am- 12.00noon
Lower Key stage 2 Phase morning session	8.55am-12:15pm
Upper Key stage Phase morning session	8.55am- 12:30pm

Reception Classes	12.40pm-3.15pm
Key Stage 1 Phase 1 afternoon session	12:55pm-3.15pm
Lower Key stage 2 Phase afternoon session	1:10pm-3.15pm
Upper key stage 2 Phase afternoon session	1:25pm-3.15pm

Nursery morning session	9am-12pm
Nursery afternoon session	12.30pm-3.30pm

MANAGING EXCELLENT ATTENDANCE

Identifying and praising good attendance can play a major role in the improvement of the overall school attendance rate. At St Stephens we celebrate and acknowledge this in a number of ways:-

- ✓ Praising the individual pupil
- ✓ Positive comments to the family
- ✓ Recognition in school assemblies of class attendance
- ✓ Phase star chart displayed in the hall
- ✓ Highest class attendance displayed on digital signage for parents
- ✓ Written comments on parental reports
- ✓ Commending pupils who have been making an effort to improve their attendance
- ✓ Termly certificates presented to pupils with 100% attendance
- ✓ Special certificates are given to those pupils who have 100 per cent attendance over the whole year

MANAGING NON ATTENDANCE/PERSISTENT LATENESS

Authorised absences

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian in writing or through a telephone call.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without permission of the school.

Extended leave Procedure

1. Parents request leave
2. Parents to complete school form (see attached form)
3. School Business Manager (SBM) to complete additional office details
4. SBM to present to leadership for authorisation
5. HT/DHT/AHT to meet with parents if there are concerns
6. Year 6 will not be granted leave unless in exceptional circumstances

Punctuality

1. The school clerks will monitor lateness at the school gates.
2. SBM to monitor persistent lateness am/pm and meet/telephone with parents.
3. SBM to report back to DHT on a weekly basis during safeguarding meeting.

REPORTING AND WORKING WITH GOVERNORS

The school informs the Governors with a termly report on attendance, presented through the Head Teacher's Report to the Governing Body.

CRITERIA TO MEASURE SUCCESS

We are successful when:

- ✓ We have achieved the annual school attendance targets.
- ✓ The termly and annual attendance percentage rate shows continual improvement in pupil attendance.
- ✓ All staff successfully implement the agreed School Attendance Policy and Procedures.
- ✓ We have raised the profile and importance of regular and punctual attendance within the local community (Pupils/Parents/Carers).
- ✓ We make effective use of the Education Welfare Services.



For the Parent/Carer of

For Information Only

10th November 2009

Dear Parent,

I note from the class register that attendance stands at % which is lower than the school target level of 96%. I attach a copy of your son's/daughter's attendance record for your information.

It is very important that attends school every day for legal, educational and social reasons. It is also important you telephone the school on every day of absence to inform us as to the reason for this absence and that a letter is subsequently given to the teacher when your child returns to school.

Please note that although leave is authorised by the school this will still register with the Local Authority as an absence.

Please make every effort to ensure that comes to school every day.

I will continue to monitor his/her attendance.

Please contact Neena Lall-Deputy Head on 020 8471 7575 if you have any concerns.

Yours sincerely,

Mrs. J. Johnson

Head Teacher

EWO involvement



Dear

I note from the class register that attendance still stands below 90% and has shown no improvement since I first wrote to you on.....

I will now be referring your child to the Newham Local Authority Education Welfare Officer, Patrick Ackason, who will contact you in the near future to discuss your child's attendance.

Yours sincerely,

Mrs. J. Johnson

Head Teacher

NOTIFICATION OF EXTENDED HOLIDAYS

NAME OF CHILD\CHILDREN

.....CLASS.....
CLASS.....
CLASS.....

ADDRESS:

.....

LAST DAY AT SCHOOL	(dd/mm/yy)
DAY OF RETURN TO SCHOOL	(dd/mm/yy)
DESTINATION	
REASON FOR LEAVE REQUEST	

SIGNED..... DATE.....

Permission must be sought from the Head Teacher or Deputy if you wish to apply for extended holidays. It is the school's policy that pupils in Year 6 will **not** be given permission for an extended holiday. If your child\children do not return to school on the date agreed by the school then there is a possibility that the school will be unable to keep his\her place open. **Please note that although this leave is authorised it will still register with the Local Authority as an absence. Attendance of below 90% is considered a concern.**

For office use only:

Number of school days requested:	
Last extended holiday taken:	

Children's information:

	Child 1	Child 2	Child 3
Attendance %			
Reading level			
Writing level			
Maths level			

Approved/ Not Approved

SIGNED by HT/DHT/AHT

DATE.....