

Newport Infant School

Attendance Policy - Pupils

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Policy Lead	Chris Pierce
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A Framework for a Whole-School Attendance Policy

The framework for a whole-school attendance policy is based on the 5 'Ps' - namely, Philosophy, Principles, Procedures, Performance and Practice.

Philosophy

Newport Infant School is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 percent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Principles

The school will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law,
- complete registers accurately at the beginning of each morning and during the afternoon session,
- stress to parents/carers the importance of contacting staff early on the first day of absence,
- display attendance rates around the school and reward good and improved attendance of all pupils,
- promote positive staff attitudes to pupils returning after absence,
- consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy,

- ensure regular evaluation of attendance procedures by senior managers and the school governors,

- send newsletters each term to parents and pupils informing them of attendance rates and related issues, additionally update school website with any attendance related issues,

- work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed,

- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members.

Procedures

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- follow 'First day contact' procedures and contact the parent by telephone/text message, or if the parent is unavailable send a standard letter requesting information,

- consider sending a second letter if an explanation has still not been received after three days of unexplained absence or send a School Attendance Letter (SAL),

- refer to the school's nominated attendance person (NAP) or Education Welfare Officer (EWO), to follow up absence if no response is received after 5 days of absence and consider a referral to the *'Children & Family Locality Services'* or contact '*Family Connect*' if no contact can be made with the parent,

- invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting should include a senior member of staff, parent, pupil and the NAP/EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance,

- Help the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible

- Contact ***Family Connect 01952 385385*** for further guidance on available support.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

Performance

It is important to set realistic targets for both attendance and persistent absence; these targets will be set during the Autumn term of each academic year, in consultation with the governing body. The governing body must approve the school target for attendance to be set for the following academic year. The target should be sent to the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term at the latest. In compiling an Action Plan, the school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- 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 and Social Education (PHSE) lessons, or as a theme for any other lessons

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's NAP/EWO, if appropriate
- Recording (and retaining) carefully, all telephone messages
- A signed copy of any correspondence is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention

From 1 September 2015 the threshold for Persistent Absence increases to 90% from 85%.