

“Every child is a unique child of God.”

WHINMOOR



ST. PAUL'S
C of E Primary School

Whinmoor St Paul's (VA) C of E Primary School

Attendance Policy

Every Child is a Unique Child of God

At Whinmoor St. Paul's Church of England Voluntary Aided Primary School, everything we do is underpinned at all times by the Christian ethos of valuing the individual. We believe that every child is respected as a unique child of God, the future adults in society. We believe children are gifts from God and we are privileged to work with their families and carers, to enable them to live life to the full.

Agreed: October 2021

Review date: October 2024

Signed: Chair of Governors:

Date: 6th October 2021



Our Mission and Ethos

At Whinmoor St Paul's Primary school we believe that every child is a unique child of God and lives in a world that God has made.

We aim:

- ***To provide a safe nurturing environment where every child can achieve his/her full potential***
- ***To inspire a lifelong love of learning***
- ***To value all faiths and cultures and to celebrate diversity***
- ***To develop a sense of respect and responsibility towards self, others and the world in which we live***
- ***To build strong relationships with the local community, our city and the wider world***

And to do all this as a caring community based on strong Christian values

The Governing Body and staff of Whinmoor St Paul's Primary School take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm and to keep them safe and secure whilst in our care.

Rationale

The importance of regular school attendance and good punctuality cannot be overestimated. Regular attendance is a pre requisite to a good education and securing it is high priority for our school. By failing to attend school regularly, pupils diminish the value of education provided for them. It affects their ability to achieve their full potential and of developing social skills. Frequent lateness also has a dramatic effect on a child's education. A child who is late for school, finds it more difficult to settle that day, they miss vital work, which then has to be caught up. It also disrupts lessons for the teacher and the rest of the children in the class.

Aims

Whinmoor St Paul's C. E Primary is committed to providing a broad, balanced and effective education for all the children who attend the school. We believe that regular attendance is of the greatest importance because children

- Have full access to the curriculum and are more likely to achieve their potential
- Are able to build relationships and develop social skills
- Are able to broaden their experiences
- Are able to develop self-esteem
- Are able to develop a more positive attitude to school and the world of work
- Are able to understand how important it is to be punctual and reliable
- Are able to develop a feeling of belonging
- Remain within the law



At Whinmoor St Paul's C. E Primary we do all we can to ensure that children attend consistently and that any problems that impede full attendance are identified and acted on quickly.

Our Expectations

We expect the following from all the children

- That they will attend school regularly
- That they will be punctual and appropriately prepared for the day
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents

- That they ensure their children attend school
- That they contact the school whenever their child is unable to attend and provide an explanation for their absence. We ask parents to ring on the first day of absence by 8.45am.
- To regularly update their telephone numbers and any change of address with the school office.
- That they ensure their children do not have absences for inappropriate reasons
- That they ensure their children arrive at school punctually and well prepared for the day ahead
- That if medical appointments are made in school time letters/appointment cards to be shown at the school office.
- School holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during school holidays. **Holidays in term time will not be authorised.** There may be exceptional circumstances, in which case please contact the Head teacher. An unauthorised absence of 5 days or more will generate a fine.

Parents and children can expect the following from school

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a child fails to attend without a reason being given. This will result in a daily text message or a phone call.
- Immediate and confidential action to address any problem of attendance
- Support for families to improve punctuality and attendance
- A quality education for their children

The following systems are in place

- Close monitoring of attendance figures by the Attendance Officer reporting to the Headteacher on a weekly basis so that swift action can be taken and patterns identified.
- Registers are completed accurately at the beginning of the morning and afternoon sessions. Children are marked late from 9:50am and after 9:00am will be recorded as unauthorised absence
- Targeting specific families and children to support, monitor and encourage
- Inviting parents to informal meetings in school.
- Parenting Contracts will be offered to help improve attendance
- Inviting parents when appropriate to formal meetings with the AIO
- Contacting parents to ensure they supply reasons for their child's absence
- If no explanation is forthcoming regarding a child's absence by 9.15am on the 1st day of absence the parents will be contacted.



- If there is evidence of consistent non-attendance or a pattern is identified in attendance statistics, concerns will be discussed with the AIO according to the Local Authority's process for managing attendance.

Organisation

Attendance is an area of high priority at Whinmoor St Paul's C. E Primary and we convey this to our pupils and parents by

- Talking to new parents about the importance of good attendance and punctuality
- Contacting parents if a child is absent without reason
- Sending information with reports to update parents regarding attendance
- Sending letters to parents advising of minutes late to school
- Leading by example. The morning bell is rung at 8.45am and all staff are on the playground to greet the children promptly

Roles and responsibilities

The Head Teacher

- To oversee the whole policy
- To be aware of all initiatives in school
- To speak to all new parents about the importance of good attendance and punctuality
- To report on attendance to Governors

The Attendance Officer

- To produce, implement, monitor and review the attendance policy
- To maintain attendance and punctuality as a high priority
- To oversee attendance figures
- To monitor and analyse the information from registers
- To prioritise families requiring support and identify general trends and improvements
- To liaise with class teachers, outside agencies, parents and children
- To contact parents of children with unexplained absences
- To report to the SLT and staff on a regular basis
- To attend relevant courses and feedback information to staff Administrative staff
- To contact parents when no reason has been given for absence

Class teachers

- To complete registers accurately
- To record children late if they arrive after 9.50am
- To inform the HT/AO if they have any concerns regarding a child
- To make attendance and punctuality a high priority and convey to their pupils the importance of the education being provided
- To save letters explaining absences and forward via registers to AO
- To allow children to examine the importance of good attendance and punctuality through the PSHE curriculum

Support staff

- To be aware of the policy and guidelines for attendance
- To emphasise the importance of good attendance and punctuality with the children if the opportunity arises



Safeguarding

By attending school regularly children and young people are kept safe, are able to access free school meals and access to other services, health care and education which increases their own emotional and physical resilience and therefore their ability to keep themselves safe when not at school. Persistent absence is often an early indicator of children/families with additional needs. Another key element of the strategy is the Children Missing Education (CME) protocol which requires input from all agencies to ensure as many pupils as possible are being tracked. Whinmoor St Paul's C. E Primary follows the Leeds protocol for children missing education.

Equal opportunities

At Whinmoor St Paul's C. E Primary we believe that every child has a right to a broad, balanced and effective education regardless of race, gender and special need. Where attendance and punctuality are poor this is not always possible, as the children do not have full access to the curriculum and opportunities available in school. To ensure equal opportunities for all it is essential that the importance of consistent good attendance is made a high priority through example, encouragement, close monitoring and support.

We have a clear duty under the Equality Act 2010 to ensure that our teaching is accessible to all pupils, including those who are lesbian, gay, bisexual and transgender (LGBT). Inclusive PSHE will foster good relations between pupils, tackle all types of prejudice, including homophobia, and promote understanding and respect, enabling us to meet the requirements, and live the intended spirit, of the Equality Act 2010.

Monitoring and review

The effectiveness of the attendance policy is monitored by the HT through regular analysis of information from registers.