

Governors and staff at Norton Junior School believe that good attendance is essential for its pupils to gain the maximum benefit from school and acquire the educational and social skills to equip them to live rich and fulfilled future lives.

Norton Junior School aims to achieve good attendance by operating an attendance policy within which school staff, parents, the Education Welfare Service and other agencies can work together in partnership to bring this aim about for all learners. Good attendance is seen as an achievement in its own right and is celebrated within school.

AIMS

- To improve the quality of school life.
- To create a culture in which good attendance is expected as natural and normal occurrence.
- To demonstrate to pupils parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself as well as showing a positive attitude which will strengthen future economic well-being.

OBJECTIVES AND TARGETS

- To fully involve pupils in promoting and managing good attendance.
- Make parents/carers aware of the importance of attendance, and keep them informed about the attendance of their child.
- All staff maintain high awareness of individual attendance and punctuality.
- To maintain an effective partnership with the Attendance and Pupil Welfare Service and other agencies in order to promote good attendance.
- To monitor attendance and be able to respond promptly via a range of appropriate strategies to cases giving cause for concern (this will include informing parents/carers at an early stage).
- To reward good or improved attendance on a regular basis (for example via certificates, or gift vouchers).

Expectations of Pupils and their Parents/Carers

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is good reason for absence.
- Parents/carers are expected to contact school on the first day of absence to provide an explanation (by letter, telephone, e-mail or in person).

Expectations of School

- All staff will encourage a positive attitude to school attendance amongst pupils.
- All staff will be familiar with school's attendance practice and policy.
- Staff will share with parents any attendance concerns or recent improvements in attendance.
- Liaise with Attendance and Pupil Welfare Service or other agencies to secure good attendance in particular cases.

- Share attendance data statistics and targets with pupils to keep high awareness of its relevance to their future well-being.
- Celebrate good attendance through formal and informal reward systems.

SCHOOL PRACTICES

1. **Registration:**

0850 to 0900 hours

1315 to 1325 hours

- Registers are marked during each registration period.
- Register codes used are in line with national regulations

2. **Lateness:**

School begins at 0850 and 1315, children arriving after these times are deemed late. Pupils who are consistently late are disrupting not only their own education but also that of others. Persistent lateness could lead to intervention strategies being put in place.

- Half Term Trigger: 4 late marks = Late Letter 1
A further 4 late marks = Late Letter 2
- Termly Trigger: 6 late marks = Late Letter 1
A further 4 late marks = Late Letter 2

The school will maintain a degree of flexibility around these triggers to take into account personal circumstances.

3. **Absence:**

There are two types of absence:-

- i Authorised – where the school approves the absence
- ii Unauthorised – where the school will not approve the above

If school has not already been notified of an absence via parents/carers, admin will attempt to contact those parents/carers as soon as possible in order to determine the reasons for absence – including the use of school's text messaging service.

The decision to authorise or not is taken by the Headteacher in line with current regulations/ guidelines and taking into account any particular circumstances which may be relevant.

Accurate attendance records are maintained at all times and are available to parents (own children), staff and appropriate agencies.

4. Holidays:

Parent(s)/carer(s) do not have the right to take their child or young person out of school for a holiday, and headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Any request for a leave of absence which does not meet the criteria of “an exceptional circumstance” will be marked as unauthorised absence and a Fixed Penalty Notice may be issued as a consequence.

5. Attendance and Welfare Service (and other relevant support agencies)

- School will work in close liaison with the Attendance and Welfare Service in order to achieve School and Local Authority attendance objectives.
- Pupils causing concern will be regularly reviewed with the Attendance and Welfare Service and agreed intervention strategies put into place.

6. Intervention Strategies

Strategies to be used include:-

- Sending letters (to reflect degrees of concern)
- Home visits by the Attendance and Welfare Service
- Referral to the Behaviour and Engagement Support Service

7. Reward System

Norton Junior School believes the best approach to encouraging good attendance is via raising pupil awareness of the benefits of good attendance. Also a number of reward systems are in place to promote good attendance:-

- Weekly class by class and whole school attendance reviews in assembly.
- Children are personally welcomed back after an absence – usually by their class teacher.
- Weekly ‘Top Class’ Attendance Certificates
- Annual certificates for high (98%+) attendance
- Annual prizes for 100% attendance (cumulative over 4 years)
- Any individual reward deemed to be helpful in promoting attendance

However, children are taught that such rewards are just for encouragement, the real benefits lie in developing appropriate attendance which will enhance their future economic well-being.

Last reviewed January 2016