



**NORTHWOOD  
PRIMARY  
SCHOOL**

*A world of opportunities*

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## **ATTENDANCE POLICY**

Signed	<i>Wendy G. Sturstone</i>
Role	Chair of Governors
Date	September 2014

Approved by (Committee)	FGB
Date approved	September 2014
Review frequency	3 Yearly
Date of next review	Autumn Term 2017

## **Attendance Policy**

- Northwood Primary School seeks to ensure that all its pupils receive a fulltime education which maximises opportunities for each pupil to realise his/her true potential.
- The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.
- All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.
- To meet these objectives Northwood Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

### **Guidelines**

- ✓ Parents are asked to report sickness by telephone on the first day and follow up with a letter/email on the child's return to school.
- ✓ Pupils are expected to arrive no later than 9:00 to be registered.
- ✓ Any appointments during school time will need to be evidenced with an appointment card/letter.
- ✓ No holidays can be authorised during term time.
- ✓ Following analysis of attendance data, lengthy patterns of absenteeism are investigated and addressed in school through interviews with pupils and their parents. Should this remain unresolved the Education Welfare Services are asked to take any necessary action.

### **The Aims of this Policy:**

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
8. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

### **AIM NO 1**

#### **To Improve the Overall Percentage Attendance of Pupils at School**

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

### **AIM No 2**

#### **To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors**

1. Use staff/school handbook prospectus/DfE literature.
2. Make reference to policy and practice at parent meetings.
3. Produce regular reports to parents/governors.
4. Produce newsletters.
5. Provide INSET training for appointed/promoted staff.
6. Display materials at focal points.
7. Discuss attendance issues in relevant staff meetings.

### **AIM NO 3**

#### **To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks**

1. Maintain unambiguous procedures for statutory registration.
2. Make phone contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.
4. Respond swiftly to lateness (in respect of both pupils and parents).
5. Appoint an Attendance Co-ordinator with appropriate time set aside.
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Timetable staff to meet with Education Welfare Service..
8. Have clear procedures prior to referral to Education Welfare Service..
9. Review attendance regularly.
10. Be familiar with the Education Welfare Service's referral and recording system.

### **AIM NO 4**

#### **To Provide Support, Advice and Guidance to Parents and Pupils**

1. Highlight attendance in:
  - PSHE/ Assemblies
  - Staff available to talk to pupils
  - Homework clubs
  - Breakfast clubs
2. Public support offered by schools.
3. Set aside area/time for parents to speak to staff.
4. Seek improved communication with parents e.g. when parents ring in.
5. Provide accurate and up-to-date contact information for parents.
6. Involve parents from earliest stage.

## **AIM NO 5**

### **To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data**

1. Standardise recording of:
  - authorised/unauthorised absence
  - educational activity
  - presence
2. Be consistent in the collection and provision of information.
3. Identify developing patterns of irregular attendance and lateness of individual pupils and take prompt and appropriate action to address this.
4. Decide what information, if any, is provided for:
  - governors
  - pastoral staff
  - other school staff
  - parents
  - pupils (individual or groups)
  - education welfare service

## **AIM NO 6**

### **To Further Develop Positive and Consistent Communication between Home and School**

1. Promote expectation of absence letters/phone calls from parents
2. Initiate first day absence contact.
3. Make full use of computer generated letters (SIMS Handbook).
4. Explore the wide range of opportunities for parental partnerships (see Aim 2).
5. Provide information in a user-friendly way (may include languages other than English, and non-written).
6. Encourage all parents into school.

## **AIM NO 7**

### **To Promote Effective Partnerships with the Education Welfare Service and with other Services and Agencies**

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service referrals and casework.
5. Hold termly attendance review meetings with key school staff and Education Welfare Service.
6. Arrange multi-agency liaison meetings as appropriate.
7. Establish and maintain list of named contacts within the local community e.g. community police contact officer.
8. Encourage active involvement of other services and agencies in the life of the school.

**AIM NO 8****To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence**

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as far as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Welfare Workers, parents and pupil in reintegration plan.