



# Shalom Noam Primary School

Attendance Policy

September 2020

## **Attendance Policy**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>
<b>2/9/2020</b>	<b>2/9/2021</b>	<b>Rabbi Cohen</b>

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 2018
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) Regulations 2005
- Education (Pupil Registration) (England) Regulations 2006
- Education (School Attendance Targets) (England) Regulations 2007
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that schools, academies and other educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

The following documentation is also related to this policy:

- Advice on School Attendance (DfE)
- Improving Attendance at School (DfE)

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school staff to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School staff have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for individual family circumstances.

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We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly and on time.

We only grant leave of absence to a pupil in exceptional circumstances and when authorising such leave we will take into account the child's attendance record, the child's age, the reason for the trip and the time in the academic year.

## **Aims**

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school staff are aware of and comply with this policy;
- comply with pupil registration regulations;
- ensure that the attendance policy is carried out;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- responsibility for ensuring all policies are made available to parents;

### **Role of the Headteacher**

The Headteacher will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- Monitor school attendance
- set the attendance targets for the year;
- monitor trends by using data effectively to help strategic planning;
- create a culture which encourages attendance;
- address all school based causes of poor attendance such as bullying, racism etc;
- any parental explanation for pupil absence if there is doubt as to the validity of the explanation;
- expect an explanation for every absence and if one is not forthcoming then the absence will be categorised as unauthorised;
- when considering an application for term time holiday request will consider the
  - time of year of the proposed tri
  - length and purpose of the holid
  - impact on continuity of learning
  - circumstances of the family

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- overall attendance of the child
- wishes of the parents
- have in place a system for parents to report a child's absence; through e-mail or written letter – must be in writing.
- report to the Governing Body every term attendance figures and progress to achieving set targets;
- remind parents of their commitment to this policy;
- meet with parents if they have applied for a holiday during school time;
- publicize good attendance during assemblies, newsletters and the termly report to the Governing Body;
- award termly good attendance certificates to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;

### **Role of the School Office Staff**

The office staff are responsible for:

- implementing the policy with the Headteacher;
- monitoring individual and class attendance on a daily basis;
- keeping the Head informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;
- organising meetings between the Headteacher and parents to discuss their child's poor attendance;
- ensuring registers are distributed to the teaching staff and are kept up to date

### **Role of the Coordinator**

The Coordinator is responsible for:

- contacting parents if they have not reported their child's absence by 10.00a.m;
- sending an e-mail if no contact is made;
- informing the Head of trends in absence

### **Role of School Staff**

School staff will:

- comply with and implement this policy;
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the school office of any concerns about attendance;
- emphasise the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations

### **Role of the Nominated Governor**

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The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;

### **Role of Parents**

Parents are responsible for:

- complying with this policy;
- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time
- not taking holidays in term time;
- supporting the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Role of Pupils**

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant;
- returning to school after a period of illness;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

### **Dealing with Trends in Attendance**

When there is a pattern of poor attendance then the following procedure will take place:

- The Head Teacher contacts parents by e-mail or letter advising them of the pattern of poor attendance.
- If this persists and the absences drop below 90% parents are invited to attend a meeting with the Head teacher to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the Head Teacher will take the appropriate action and inform the authorities.

### **Dealing with Lateness**

The staff monitor lateness and inform:

- the Head Teacher of patterns of lateness;

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- parents of the school’s concerns and arrange a meeting so that the problem can be addressed.

**Absence**

**Holidays during term time** – Holidays may not be taken during term time. For all absences, a leave of absence form must be completed well in advance and a decision will be made at the Head Teacher’s discretion. Parents are asked to complete a holiday form requesting permission to take their child on holiday.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child’s education.

**Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- meetings with school staff
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body

**Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	