



## **DERWENT VALE PRIMARY & NURSERY SCHOOL**

### **Attendance Policy**

#### **It is recognised that:**

- a) The vast majority of pupils want to attend school to learn, to socialise with peer group and prepare themselves fully to take their place in society as well rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of the community;
- b) Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities;
- c) In the first instance it is the responsibility of pupils and their parents to ensure attendance at school as required by law.

#### **Mission Statement**

Derwent Vale Primary and Nursery School is committed to providing a full and effective education for all pupils. It believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. It will therefore take appropriate action to ensure that all pupils achieve maximum possible attendance and that any problems which may impede full attendance are acted upon as quickly as possible. In order to do this, Derwent Vale Primary and Nursery School believes it must establish strong partnerships between home, pupils and itself.

#### **Aims**

##### **Derwent Vale Primary and Nursery School aims to ensure that:**

- All pupils of statutory school age gain an equal right to access an education in accordance with the National Curriculum, or an appropriate agreed alternative curriculum;
- No pupils are deprived of their educational opportunities, by either their own non-attendance, that of other pupils or any other circumstances, from receiving an education that meets their needs and personal development.

#### **Expectations**

##### **Derwent Vale Primary and Nursery School expects from all its pupils:**

- That they will attend regularly;
- That they will arrive on time and be appropriately prepared for the day;
- That their parent/guardian will inform a member of staff of any problem or reason that may hinder them from attending school;
- Should there be concerns about attendance, pupils will be expected to take part in discussions and listen to parents and school.

## **Derwent Vale Primary and Nursery School expects the following from parents:**

- To ensure that their children attend school;
- To ensure that they contact school as soon as is reasonably practical whenever their child is unable to attend school;
- To ensure that their child arrives in school well prepared for the school day and to check that they have done their homework;
- To contact the school in confidence whenever any problem occurs that may keep them away from school;
- Should there be concerns about attendance, parents/guardians will be expected to listen to the child and the school, to work in partnership with them and the LA and ensure they fulfil their statutory responsibilities.

## **Parents and pupils should expect the following from Derwent Vale Primary and Nursery School:**

- Annual issuing of government regulations to parents with regard to unauthorised holidays and fines;
- Regular, efficient and accurate recording of attendance;
- Early contact with parents when a pupil fails to attend without providing good reason;
- Immediate action on any problem notified to them;
- Refer specific issues to supporting agencies where appropriate;
- Should there be concerns about attendance; Derwent Vale Primary and Nursery School will be expected to listen to the child, parents and the LA, and to refer to Children's Services where appropriate.

## **Support for Attendance**

### **Attendance can be encouraged in a number of ways:**

- Accurate completion of the registers within 30 minutes of the start of the morning and afternoon session
- The recording of attendance on individual Records of Achievement
- A certificate for 100% attendance for any one term
- A certificate for 100% attendance for any one year
- All awards to be presented by the Headteacher/Governors as appropriate
- Sending parents termly absence figures as appropriate for those whose attendance falls under 90% and a LA leaflet
- Weekly attendance figures noted on weekly Newsletter sent to families
- 5 minutes extra playtime on Friday for the class with the highest weekly attendance and punctuality plus award of certificate and trophy for the week

## **Responding to Non-attendance**

### **When a pupil does not attend, the school needs to respond effectively:**

- If no note or telephone call is received from parents, the parents will be contacted on the first day of absence by telephone. If no explanation is received either following the telephone

call/return to school a letter will be sent. If no response is received within 7 days the absence will be recorded as unauthorised;

- Where there is no response to the school intervention and where the absence has persisted without explanation the school will consider a referral to Children's Services.

### **Headteacher/Governing Body Responsibilities**

- To develop a whole school attendance policy, to include guidance on registration practice, pro forma letters to be sent to parents, rewards and referral systems.

### **Class Teacher Responsibilities**

- To complete registers accurately and on time
- Collect notes; question unexplained absences
- Alert Headteacher to possible attendance concerns

### **School Administrator Responsibilities**

- To produce attendance profiles for the whole school
- To develop and maintain a process of targeting and supporting individual attendance problems (ie through the use of Pastoral Support Programmes)
- To oversee the registration process and ensure that registers are completed accurately and on time
- To print out attendance rewards in preparation for celebration assembly
- To be involved in the development and maintenance of the targeting process for full attendance
- To carry out procedures see 'Responding to Non-attendance'.

### **Liaising with various Agencies wherever appropriate**

Derwent Vale Primary and Nursery School recognises the responsibilities Children's Services have towards BOTH school and families.

### **Absence and Punctuality Policy**

#### **School Hours**

Morning session	8.45 am to 12 noon
Afternoon session	1.00 pm to 3.00 pm

School begins at 8.45 am and teaching staff will be in their classrooms from 8.40 am.

KS2 children line up in the yard when the bell rings at 8.45 am.

KS1 children line up outside the classroom door

Parents/guardians bring children into the EYFS unit.

#### **Home Time**

Following the end of lessons at 3.00 pm Reception, KS1 and lower KS2 children will not be released from the premises unless their parent or other responsible adult is there to collect them.

## **Illness Absence from School**

Parents are expected to inform the school as soon as possible when their child is absent from school. Missing vital lessons when new skills are being taught does create problems for the children and we hope they will only be absent from school when really necessary. We do realise that some children suffer from recurrent illnesses but we are required to report continual repeated absences to Children's Services.

## **Absence for Annual Holiday**

In line with national guidance holidays taken during term time cannot be authorised by the Headteacher. Extenuating circumstances should be discussed with the Headteacher in line with guidelines agreed by all heads within the Workington Consortium.

## **Monitoring Absences**

All absences will be noted and any child who misses more than 20 sessions in a term will have their future attendance monitored by the Headteacher. If their attendance continues to be low it will be discussed with their parents.