



## Attendance Policy

### Our Mission Statement

In accordance with our Mission statement, at St Luke's we strive to secure a shared vision for all associated with our school community. We aim 'To provide a caring environment which seeks to promote the development of self-respect and respect for others.'

Regular attendance and punctuality is essential if children are to make good progress at school.

The school aims to achieve good attendance and punctuality by operating an attendance policy within which staff, children, parents and when appropriate, the Education Welfare Service can work in partnership. The school maintains attendance records and initiates quick and early intervention when a problem is identified. We feel it is crucial that children develop the habit of regular and punctual attendance and learn to be responsible and reliable. Staff encourage good attendance and punctuality and liaise with parents and other agencies when appropriate. In addition, good attendance and punctuality are seen as achievements in their own right and are recognised as such by the school.

This policy is based on the premise of equal opportunities for all.

This policy applies to all children including Reception.

### Registration

The main classifications in the attendance register:

Present at registration	/
Approved sporting activity	P
Authorised absence (given in advance)	A
Unauthorised absence (unacceptable reason or no explanation received)	O
Educational Visit	V
Medical/Dental	M
Confirmed illness	I
Late (also noted in Late Book)	L

NB Latecomers are counted as present and details noted in the late book or register.

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## Guidance on Completion of Registers

Registers are completed at the beginning of morning and afternoon sessions. Registers are returned to the main office immediately following registration. All registers are monitored by administration staff. The administration officer is responsible for monitoring individual attendance and liaising closely with the Headteacher.

Weeks are completed in the correct section for the appropriate term.

## First Day Contact

DFES guidelines on school attendance stress that the single most effective initiative designed to improve rates of attendance is the implementation of first day response to pupil absence.

It has the effect of:

- Showing the school is concerned about pupil welfare
- Establishing the reason for absence at an early stage
- Preventing unauthorised absence
- Encouraging the communication between parents and school

The school operates a first day contact policy as follows:

Parents/Guardians are expected to contact school before 9.30am. During after school hours a message may be left via the school answering service. In the event of no contact being made, Parents/Guardians are contacted by the administration officer. The outcome of the conversation is recorded in the register. If there is no reply after two telephone calls or the family is not on the telephone, the Headteacher is informed and the Educational Welfare Officer may be contacted to request a home visit. If the family do not contact the school personally, or there is no explanation for the absence, a formal letter will be sent home requesting the reason for absence.

## Monitoring Attendance

Registers are reviewed daily and on a weekly basis by the administration officer to ensure that attendance problems are noticed at the earliest possible opportunity. The following may suggest further investigation is required:

- unexplained absences
- continual broken weeks
- patterns of non-attendance on specific days
- % attendance below the school average 95%
- repeated medical absences and patterns of illness
- persistent lateness

The administration officer ascertains the reason for the problem. If this is not possible or an unsatisfactory explanation is given, the Headteacher is alerted. If the Headteacher is unable to resolve matters with parents, a referral is made to the Education Welfare Officer.

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### Medical Appointments

The school discourages medical/dental appointments during school time. If this is essential then parents must provide the appointment card for the schools record before or after they attend the appointment.

If children are removed from school, for whatever reason without permission of the Headteacher, the absence will be marked as unauthorised.

### Holidays during term time

The school follows the DFES guidance amendments to the 2006 document, which states;

‘Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.’

The school will not authorise any holidays during term time unless exceptional circumstances are presented to the Headteacher. The definition of exceptional circumstances is left to the discretion of the Headteacher.

Exceptional circumstances DO NOT include, annual holidays, cheaper during term time, auditions etc.

Holidays taken without the Headteacher’s approval may be referred to the Education Welfare officer.

### Acknowledging good attendance

The school staff constantly acknowledge children who are regularly punctual and have good attendance.

Children who achieve a full term/year without absence receive a special certificate.

The class with the best attendance record over the previous weeks is acknowledged and praised at the Key Stage Achievement Assembly.

### Punctuality

The Headteacher monitors punctuality at least once a week.

A “Late Book” is kept in the office to record the date, time and reason for being late. The late book is reviewed half termly by the headteacher and regular lateness is followed up with parents.

This policy has been produced following the consultation by pupils, parents, staff and governors.

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