

# The Federation Of Angel Road Schools



HAPPY! HEALTHY! AIMING HIGH!

## Attendance Policy

Reviewed and Updated by:

FGB

at the meeting dated 27.9.17

Approved by the Full Governing  
Body

at the meeting dated 27.9.17

(for policies that cannot be fully  
delegated to sub-committees)

Next due for review: **September 2020**

## **ANGEL ROAD SCHOOLS ATTENDANCE POLICY**

### **September 2017**

Angel Road Infant and Junior Schools are committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education

### **Aims**

The aims of the school attendance policy are:

To endeavour to provide an environment where all pupils feel valued, welcome and happy.

To encourage all children to attend school on time and each day. We will consistently work towards a goal of 100% attendance for all children.

To work together in partnership with parents regarding attendance. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

To involve Governors in working with the attendance lead to monitor the success of this policy.

To seek advice from and work in partnership with external agencies in order to maximise attendance rates and support children in coming to school each day.

To seek to alleviate any barriers to attendance through a strong pastoral ethos.

### **Policy**

In order to deliver the aims of this policy we will:

Ensure that registers are taken promptly at the beginning of the day and straight after lunch and returned to the school office.

Communicate clearly to parents that a valid and prompt explanation for absence is expected and to have clear procedures for parents reporting an absence.

Monitor attendance figures regularly and analyse the data in relation to the national picture.

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Use school newsletters and displays to remind pupils, parents and carers about the importance of good attendance.

Continue to use and develop strategies for rewarding good attendance through both individual and class rewards.

Inform parents of their child's attendance figure on a termly basis and include attendance statistics on all pupil reports.

Ensure that Governors are regularly informed about issues related to attendance.

Have clear procedures for deciding whether to authorise an absence and clear communication between the office staff and attendance lead in adhering to this.

Seek advice from the ASEO in relation to persistent absentees and other attendance concerns.

### **School Procedures**

Registers will be closed at 9:10am in both the Infant and Junior school and 1:15pm in the Infants and 1:30pm in the Juniors in the afternoon. Each pupil will be marked as either present or absent.

The absence line will be checked by 9:30am and information will be recorded in the register.

Office staff will use 'same day calling' to contact the parents of those absent pupils who have not telephoned to report the absence. There is a script which is used by office staff to ensure that we are clear about why the child is not present at school. If the school office are unable to make contact, this should be repeated before lunchtime and recorded. Where no contact is made by lunchtime, a text will be sent to ask the parent to phone the school to explain the absence.

If a pupil arrives after the register has closed they will be required to report to reception where the date and time of arrival as well as reason for lateness will be recorded in the late book which will be maintained by the office staff.

Class teachers will make the attendance lead aware of any existing or emerging attendance concerns and these will be followed up with parents.

The attendance lead will meet the office staff regularly to review procedures and identify any cases of concern.

There is a tiered approach to tackling poor attendance and there is an expectation that: Teachers are key in tackling poor attendance with parents.

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Once a child's attendance falls below 95% an initial letter of concern is sent. If the attendance continues to decline for a further two weeks then a second follow up letter is sent. The child's attendance is then monitored closely.

Any absence that falls below 90% results in a meeting between the attendance lead and the parents to discuss the situation and the attendance is monitored closely to check for improvement.

If the child's attendance continues to decline then a referral will be made to the ASEO

Any absence that meets the criteria for FAST TRACK is referred to our ASEO which includes either 10 consecutive sessions of absence where some or all may be attributed to a term time holiday or where there has been 15% unauthorised absence over a 6 week period.

Holidays in term time will not be authorised except in very exceptional circumstances. If parents choose to take a holiday in term time then this will be recorded as unauthorised and a request for a fixed penalty notice will be sent to the ASEO.

A summary of each pupil's attendance along with their herringbone will be sent to parents on a termly basis to ensure that there is clear communication between home and school.

There will be an attendance league table each week and the two top performing classes each term will receive a special reward which could include a trip. This will also be extended to include those pupils who achieve 100% from other classes.

Attendance certificates and stickers will be given on a termly basis to those pupils who achieve 100% attendance and there will be a reward for those who achieve 100% annually.

## Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### 1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

### 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### 3. Approved Educational Activity

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This covers types of supervised educational activity undertaken off site but with the approval of the school.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

