

St Anne's RC Primary and Nursery School Attendance Policy

At St Anne's School, we believe that our purpose is to

"Help every person achieve his or her best in work and in play. To celebrate whatever is good and to follow in the footsteps of Jesus by supporting and forgiving each other, for the honour and glory of God." (Mission Statement)

AIMS

1. In order to achieve this goal, one over-riding requirement is that we encourage our parents to take on their responsibility of ensuring that all children of school age attend school regularly. We aim to do this in the following ways:
 - ❖ reminding parents regularly of their responsibility
 - ❖ raising the profile of the importance of attendance in weekly assemblies
 - ❖ weekly class rewards
 - ❖ half termly certificates for the highest percentage of attendance
 - ❖ expectations clearly laid out in the school prospectus.

2. We also aim to ensure parents and staff work together to promote the relationship between good attendance and attainment. We aim to do this in the following ways:
 - ❖ clear expectations for parents prior to children starting school (Ref. School Prospectus and Parents Induction meeting)
 - ❖ weekly celebration of good attendance in community assembly
 - ❖ use of reward systems as above
 - ❖ close monitoring of attendance and absence patterns with learning mentor and school Education Welfare Officer.
 - ❖ reminders sent to parents

GUIDANCE

Parents should:

- ❖ ensure that their child attends regularly and is on time.
- ❖ telephone the school on the first day of absence for their child and inform the school of the reason for the absence.
- ❖ sign their child back into school on the day they return to school.
- ❖ sign their child in at the office if their child is late.

Teaching Staff should:

- ❖ encourage parents to inform the office of absence
- ❖ mark registers promptly and accurately
notify the office if a parent has spoken directly to them with regard to an absence and, where appropriate, record any absences in the attendance file in the office
- ❖ discuss any emerging patterns of absence to the headteacher or the learning mentor

School should:

- ❖ record any absences in the attendance file in the office
- ❖ record any late arrivals and ask parents to sign their child in
- ❖ check the registers twice daily
- ❖ follow up any unexplained absences
- ❖ liaise with the necessary outside agents where there is a concern with regard to absences/lateness.
- ❖ Follow the latest Government Guidance with regards to holidays in term time.

The Learning Mentor and Headteacher will:

- ❖ regularly follow up any unexplained or patterns of absences
- ❖ send reminder letters to parents
- ❖ involve the EWO as appropriate
- ❖ take any other relevant action to ensure good attendance.

This Policy was agreed in November 2006 and is reviewed annually
Last Reviewed 13th September 2016