



St Peter's Primary School *Devizes*
A Church of England Aided School

Attendance Policy 2009 - 2010

Adopted	May 2010
Ratified	May 2010
Review Date	November 2010

1 Introduction

Our School Attendance Policy provides a framework for ensuring that our children attend school regularly and punctually. It is written for the benefit of all members of our school community, to allow each and everyone of us to know our responsibilities and how to apply them consistently and fairly.

2 Aims

At St Peter's Primary School, we believe that pupils can only take full advantage of their education if they attend school regularly and punctually. We, therefore, aim to maximise attendance rates, following the procedures laid down in this policy.

Maximum attendance rates will only be achieved if St. Peter's School works closely together with parents and LA – each group being fully aware of their responsibilities.

3 School Responsibilities

- Respond promptly to any issue which may lead to non-attendance or irregular attendance. On the 1st day of absence, a phone call will be made by the School if no notification has been received. A letter will be sent from the School, on the third day of absence if there has been no communication from parents / guardians / carers. Regular lateness is followed up similarly.
- Complete the registers in accordance with the guidelines set out below
- Be sensitive to the needs of the individual parent/guardian/carers.
- Produce a policy which is consistently applied and clearly communicated to parents/guardians.
- To respond to requests for absence by replying on the appropriate form, giving reasons if absence is not to be authorised, and ensure that copies are kept on file and forwarded to the class teacher so that the appropriate register coding is used.
- To follow the D.C.S.F. regulations regarding registration (see doc “Keeping Pupil Registers” Sept 2006)
- To log any verbal communications (by telephone or in person) on the appropriate form, and ensure the class teacher receives a copy and a copy is put on file.

4 Parental/Guardian Responsibilities

- Ensure that their child arrives at school on time, appropriately dressed and in a “condition to learn”.
- Encourage their child to appreciate how important it is to attend school regularly.
- Take an active interest in their child’s school work, reinforcing school’s policy on homework, behaviour, attitude to work etc and attending parents’ evenings wherever possible.
- Work in partnership with school and LA to resolve any non-attendance issues.
- Notify the school if their child is absent by 8.55 a.m. on the first day of absence, providing an explanation
- Wherever possible, avoid making medical/dental appointments during school hours.
- Not to book holidays in school time
- Use the absence request form provided by school in advance of absences to request for authorisation. This will only be considered in exceptional circumstances

5 Wiltshire Local Authority’s Responsibilities

- Promote excellent attendance in all Wiltshire Schools.
- Provide a Service Level Agreement, by Education Welfare Service, with a number of consultation visits.
- Work in close partnership with School– Education Welfare Officer (EWO) visiting each term – more often if needed e.g. for Pastoral Support meetings.

6 Marking the Attendance Register

- Each register must, by law be marked at the beginning of the morning and afternoon session.
- Registers should be marked in ink.
- Registers must distinguish between authorised and unauthorised absences, as termly/annual data is collected by DCSF and reported in Governors Annual Report to Parents.
- Each teacher must be responsible for following up lateness and absences working in partnership with School Administration Officer and Headteacher.

1. Talking to pupil/parent /guardian/carer.

2. Inform the Headteacher if no telephone response is forthcoming, and a letter will be sent out on the third day of absence. Note the date of this letter.
 3. If parents/guardians/carers do not respond within seven days, a second letter should be sent and the date noted again.
 4. If after ten days, no satisfactory reason has been given, a referral should be made to EWO.
 5. If there is persistent unauthorised absence, an additional referral should be made to EWO
- Morning registration is at 8.45am & will close at 9.00am. Children arriving after 9.00am are marked as absent for the whole of the morning session. Afternoon registration is at 12.55pm and will close 15 minutes later. After these times L will be registered.

Authorised Absence: means that St Peter's Primary School has given approval for a pupil to be away. This may include: illness, dental or medical treatment, an educational activity, participation in a sporting activity or religious observance or, an extenuating circumstance.

Unauthorised absence: means that St Peter's Primary School has not given approval. This may include: absence for holiday in term time, shopping, persistent illness where a doctor's note is not provided, "seen out and about", late after registration has closed with no valid reason, or, birthday treat.

NB It is the Headteacher's decision to register an absence as authorised or unauthorised.

7 How can we monitor good patterns of attendance and punctuality?

- Excessive numbers of authorised absences such as illness may need following up with school nurse.
- Ensure absence rates are checked by the Headteacher regularly and any patterns noted and followed up.
- EWO will check on a termly basis.
- Send attendance figures annually to D.C.S.F. and LA as part of the national and local monitoring of attendance.

8 Legal Action

Should this be necessary, we at St. Peter's School would follow the Wiltshire LA guidelines, under Section 7 of the 1996 Education Act.

9 Targets

The attendance target set this year is 5%. This figure is based on a benchmarking sheet produced by the government and it is primarily based on the number of free school meals a school has.