

Don Valley Pyramid – Toll Bar Primary School

Every Child Matters Attendance Policy

1. *Rationale*

- Don Valley Pyramid Schools believe that good attendance is essential if children are to gain the maximum benefit from school in acquiring the educational and social skills to equip them for life.
- We aim to achieve good attendance by operating an attendance policy within which schools staff, parents, the Educational Welfare Service and all other appropriate agencies can work together in partnership.

1.1 Toll Bar Primary School has a positive ethos

- We work in partnership with parents
- Have inclusive principles
- Work in an atmosphere of mutual respect and consideration

1.2 In school there is the right to:

- Learn in an encouraging environment
- Feel safe and cared for in school
- Achieve the best education possible
- Enjoy time in school
- Know that any adult in the school can be approached for help, advice or guidance

1.3 For the students to gain the greatest benefit from their education it is vital that they:

- Attend school regularly
- Are punctual, arriving to school and lessons on time
- Have the correct equipment and attitude for learning

2. **Aims**

2.1 The aims of this policy are:

- To promote good attendance
- To ensure that all concerned are aware of their legal obligations as set out in 'The Education (Pupil Registration) Regulations, 1995 (Appendix 1)

- To ensure that all staff are aware of the strategies used to monitor, record and improve children's attendance at school and to work in partnership with parents
- To monitor attendance and respond promptly to concerns
- To ensure that all parents are aware of the importance of good attendance and of their own role in ensuring that their child does so
- To ensure awareness of the detrimental effects on educational progress of frequent or sustained periods of absence
- To ensure that unnecessary absences did not hinder a child's progress or achievement
- To recognise high attendance rates by rewarding good attendance

3. Roles and Responsibilities

3.1 The Headteacher will:

- Ensure that all class teachers are familiar with the school's attendance policy and that registrations (consistent with DCFS guidelines) are adhered to
- Provide parents with clear guidelines which explain what constitutes authorised and unauthorised absence
- Liaise with parents when necessary to discuss any areas of difficulty which hinder children's punctuality or good attendance
- Gather statistics on attendance, set targets and monitor for improvement
- Refer concerns over the attendance of individual children to the Education Welfare Officer (EWO) for discussion
- Refer to other agencies when appropriate

3.2 The Class Teacher will:

- Be consistent in completing accurate registers in accordance with DCFS requirements
- Will report on unexplained absences
- Give positive reinforcement and praise to all pupils for good attendance and punctuality whenever possible – in addition to the praise pupils deserve from effort with their educational and social achievements
- Create a caring and secure environment for learning within the classroom
- Deliver the curriculum in an interesting, challenging and stimulating way

3.3 Parents will be expected to:

- Support the school's attendance and disciplinary policies
- Encourage the good attendance and punctuality of their child
- Inform the school of reasons for absences on the first day of absence
- Liaise with school and the Educational Welfare Officer, if necessary, to enable their child to achieve good attendance
- Inform school in advance of any medical appointments

3.4 The Education Welfare Officer will:

- Carry out the policy and procedures of the LEA
- Carry out the procedures agreed between school and the EWO in service level agreement
- Respond to referrals as promptly as possible
- Provide effective liaison with parents, school staff and other agencies as appropriate
- Implement appropriate interventions to address referrals including individual and family casework, referral to other agencies and action in court

3.5 The Governing Body will:

- Ensure that the legal requirements for registration and keeping of registers are complied with
- Liaise with the school's staff to encourage parents to realise the importance of punctuality and regular attendance
- Receive reports on the attendance percentages for the school each year
- Review the school's attendance policy on a regular basis

Reviewed: September 2009