

# St Alban's C of E Academy

In Association with:

Manor Multi-Academy Trust



## Attendance Policy

# ST ALBAN'S C of E ACADEMY SCHOOL

## Policy for Promoting Very Good Attendance

### Rationale

The school believes that good attendance is crucial in order for children to make good progress.

St Alban's C of E Academy recognises that punctual and regular school attendance is an essential precondition of social inclusion and a prerequisite to effective learning. We recognise that for a small but significant number of children poor school attendance is a direct cause of their social exclusion and underachievement. St Alban's C of E Academy School believes that children should attend school regularly and punctually because school is where they learn and school is where they are safe

### Aims and objectives

To promote and encourage very good attendance from all children

To improve levels of school attendance and punctuality by promoting the value and importance of regular school attendance and reducing all forms of unjustified absenteeism, especially levels of persistent absenteeism.

### We will achieve this by:

- Raise pupils and parents awareness in assemblies/ newsletters about the importance of good attendance.
- Reward good attendance in a variety of ways raising the profile of attendance in our community. (See below)
- Office staff will contact families if on the first day of each absence no reason has been communicated to the school.
- At the end of each week the office manager will print out an absence report for each class. The office manager will go through all the absence notes and complete each absence report and authorise the absences.
- If there is an attendance concern a number of steps will be taken. Families will be contacted on the first day of an absence if no reason is given to the school. If a child has an unauthorised absence and families cannot be

contacted by telephone a letter will be sent home to seek the reason for absence. The Head of School will make appointments with families where attendance is a cause for concern. The Educational Welfare Officer will have a meeting with the Head of School on a fortnightly basis to discuss attendance issues and the Head of School will refer families where attendance remains a cause for concern.

- Parent attendance contracts will be drawn up with families where attendance is a cause for concern. Where this is not successful further advice on actions to be taken from the EWO will be carried out.
- If a pupil is late and no reason has been communicated to the school a letter will be sent to families reminding them of the times of the school day and the importance of pupils being punctual to school. If a child is regularly late and letters have had no effect the Head of School will arrange to meet with parents/ carers. If punctuality remains a cause for concern after this intervention a referral will be made to the Educational Social Worker.

### **Family Holidays during Term Time**

- Holidays during term time are strongly discouraged due to the inevitable disruption caused to learning.
- Regulation 8 Education [Pupil Registration Regulation 1995 (Amended)] gives schools discretionary power to grant leave for the purpose of an annual holiday during term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. Such permission is granted in accordance with arrangements made by the governing body and no more than one period of holiday of no more than ten school days in any academic year can be authorised.

### **Rewarding Good Attendance & Punctuality.**

Children's names get drawn from a name selector each week for all children who have had 100% and prizes are awarded on a weekly basis for full attendance and certificates for good and excellent attendance are awarded termly. Attendance prizes are also awarded.

An attendance graph is discussed in achievement worship each week and a trophy is awarded for the class who has best attendance.

Attendance prizes are awarded each term for very good and excellent attendance

### Review

This policy is reviewed annually with staff and governors in consultation with our EWO