

# **ASHTON WEST END PRIMARY AND NURSERY SCHOOL ATTENDANCE AND PUNCTUALITY POLICY**

## **OVERVIEW**

If pupils are to get the greatest benefit from their education in school, it is important that they have good attendance and arrive punctually. As learners grow and prepare for their next stages of education and employment they need to see good attendance and punctuality as important qualities that are valued by others and employers. We will do all that we can to encourage good attendance and punctuality. Where learners are not conforming to our high expectations for attendance and punctuality we will put into place effective strategies to bring about improvement.

## **OBJECTIVES**

1. To ensure that all learners attend school well.
2. To ensure that all learners are punctual.
3. To win the support of parents in ensuring that their children attend school well and that they arrive on time.
4. To keep good records of attendance through the school registers and to take prompt action to follow up absences.
5. To investigate and act immediately where truancy is suspected or confirmed.
6. To work effectively with the LA and other agencies to follow up attendance issues promptly and efficiently.
7. To monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvement.

## **INVESTIGATING CAUSES OF NON-ATTENDANCE**

In cases of non-attendance teachers and the attendance officer need to know the cause before they can respond constructively. Prompt action is recommended and some of the following procedures may be adopted:

1. Informal chat between teacher and child.
2. Informal chat by Head with child.
3. Meeting of staff concerned.
4. Request parent to come in and talk to the attendance officer and/or Head.
5. Institute and monitor an Attendance Improvement Plan for parents and school.

## **STRATEGIES**

1. All staff will complete registers accurately for each session and will draw to the attention of the Headteacher or Attendance Officer (School Secretary) any absences that are cause for concern or suspicion.
2. Pupils arriving late will be reported to the office staff; the Attendance Officer (School Secretary) will keep a record of the times and occasions that a learner is late. Parents will be required to sign the Late Book and record the reason.
3. Parents will be required to telephone or notify the school if their child is absent or ill.
4. The school office will make telephone contact with a home when a child is absent if the parents have not notified the school that their child is absent.
5. Where a learner is developing a pattern of absences the parent will be contacted to discuss the pattern of absences.
6. The school will work closely with the LA to take action against those unlawfully keeping pupils from school.
7. If necessary, the school will issue penalty notice warnings followed by penalty notices.
8. If necessary, the school will prosecute parents who continue to keep their children out of school for unacceptable lengths of time.
9. Holidays will not be authorised in term time.

## **INCENTIVES AND POSITIVE ATTITUDES**

Incentives which are best policy include:

1. Class award each week for best attendance
2. 100% attendance award each term to individual pupils.
3. Weekly points award for 100% attendance.
4. Positive comments during school assembly.
5. Favourable remarks on end of year reports.
6. End of term prizes for full attendance.

In this school teachers and staff set examples of good attendance and punctuality which is a vital factor to encourage children.

## **OUTCOMES**

This school will do all it can to ensure that learners come happily, willingly and punctually to school to ensure that all gain the greatest possible value from their education.

**Reviewed January 2014**