



Attendance Policy

Our aim at Coleridge is to ensure pupils have excellent levels of attendance and punctuality in order that they are able to succeed and thrive at school and maximise their learning time.

In order to do this we aim to:

- Encourage and recognise good attendance and punctuality.
- Teach children the importance of developing good habits of attendance and punctuality.
- Liaise with parents regarding attendance concerns.
- Have clear procedures for recording and monitoring attendance and act quickly where issues arise.
- Set aspirational targets for high levels of attendance, above the national average.

Attendance at school is vital not only for a child's ability to learn and achieve, but also for the social skills they learn interacting with their peers and adults; for learning habits that will last into later life; and for equipping them to compete in employment and the working world.

Research also shows the positive impact that good school attendance, from school entry at 5 years old onwards, has on the academic achievement of pupils:

- 94% = Very good chance of 5A* - C Grade.
- 93% = Good chance of 5A* - Grades
- 92% = Fair chance of 5A* - Grades
- 90% = Less than 50% chance of 5A* - Grades
- 88% = Less than 35% chance of 5A* - Grades
- < 88% = Less than 30% chance of 5A* - Grades

Attendance procedures at Coleridge

- Children and parents/carers can come into the school grounds from 8.45am; children can enter the classrooms from 8.50am.
- The school day begins 9am when electronic registers are taken. They are taken again at the start of the afternoon session each day (1pm juniors/1.10pm infants).
- Any pupils not present at this time will be marked as absent.
- Late pupils need to report to the school office to be registered.
- Pupils arriving after 9.20am when registration closes are marked as absent for that session.
- A phone call is made to the parents of any absent pupils who have not notified the school on the morning of their first day of absence.
- A record of calls is kept by the admin team and any concerns re safeguarding are followed up as soon as possible.
- Pupil attendance is monitored each half term and letters are issued to parents of pupils who have had unexplained absences, several absences, or been late on more than three occasions.

- Pupils with persistent absence, or who have a pattern of lateness are carefully monitored and the school will work closely with the pupil and their family to ensure attendance improves.
- Where the school's actions are deemed to have made limited impact and the attendance or punctuality is concerning, referrals will be made to the schools EWS (Education Welfare Service).
- Fixed penalty notices may be issued to parents where attendance fails to improve.

Parents/carers responsibility

- Aim to ensure their children attend school on time each day.
- Inform the school of any reasons for a child's absence as soon as possible – this can be done on the school's absence line or in person at either office.
- Avoid taking any holidays in term time.

Staff Roles

- Staff in school act as role models to the children and have excellent attendance and punctuality themselves.
- Admin team and a deputy head ensures registration procedures, monitoring of attendance and punctuality, clear record keeping, parent letters and referrals to appropriate staff/EWS are made.
- Teaching about good attendance is incorporated into regular PHSE lessons and assemblies.
- Class teachers – promote good habits of attendance and will remind pupils and speak to parents regarding any concerns in the first instance.
- Any child with attendance concerns is highlighted to SLT and appropriate actions put in place.
- Families are encouraged to have good habits of attendance and staff use strategies to motivate/support specific pupils, especially persistent absentee/late pupils.
- Senior leaders and governors monitor the schools attendance data and look for any specific patterns or concerns so that appropriate actions can be taken.
- Headteacher signs any requests for leave of absence and makes the decision to authorise absences only if there are exceptional circumstances.

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