



## 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.

## Why is attendance and punctuality important?

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

## 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 at 9.00am, 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 'N' on the school register (*no reason yet provided for absence*).
- Late pupils need to report to the school office to be registered.
- Pupils arriving between 9.01am and 9.15am are marked as late (L). Those arriving after 9.15am, when registration closes, are marked as 'U', to denote significant lateness.
- A phone call or email is made to the parents of any absent pupils, who have not notified the school on the morning of their first day of absence. The register is updated accordingly.
- Where parents fail to provide a reason for their child's absence, it is marked as 'unauthorised' (O). Any family holiday which has not be agreed by the head teacher, will also be marked as 'unauthorised' (G).
- A record of calls is kept by the admin team and any concerns regarding safeguarding are passed on to the SLT who will follow them up as soon as possible.
- Pupil attendance and punctuality is monitored closely by the SLT each half term. Letters are issued to parents of pupils who have a pattern of absence, deemed concerning, usually

greater than 10%, or who have been late on more than 8 occasions. Where a pupil's attendance is less than 80%, or a regular pattern of lateness is observed, parents will be requested to attend a meeting with the deputy/assistant head.

- If the attendance/punctuality of any child in receipt of a letter does not improve, then parents will also be asked to meet with the deputy/assistant head.
- The school will work with the pupil and their family to ensure attendance/punctuality improves. The school will draw on a number of resources to support the parents, such as the school counsellor, the Education Welfare Service, as well as other agencies recommended by the local authority. Attendance and punctuality of these pupils will be monitored closely each week.
- Where the school's actions are deemed to have had limited impact and the attendance or punctuality remains concerning, referrals will be made to the school's EWS (Education Welfare Service).

### **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.
- Be proactive about informing the school of any circumstances which could adversely affect their child's attendance/punctuality (e.g. long-term health condition, living arrangements, a change in family circumstance) so that appropriate support can be put in place ahead of time.
- Attend meetings regarding attendance and punctuality when requested to do so.
- 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.
- The Admin team and a Deputy Heads 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.

### **Monitoring and Review**

It is the responsibility of all staff to follow this policy, and for Ben Strange and Nina Grimes to monitor its use. This policy will be reviewed on a two year cycle by the Child and Community Committee of the Governing Body.

Date of Policy: March 2021

Review Date: March 2023