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Evelyn Street Primary School

Evelyn Street
Warrington
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Policy Title	Attendance Policy
School/WBC (Adopted date)	School
This policy complies with Warrington LA guidance	Yes
Linked Polices:	Safeguarding policies
Written By	School
Staff Approval Date	January 2016
FGB Ratification Date	March 2016
Signed by Chair of Governors	Mr N. Spencer
Review Date	January 2019

Attendance Policy 2016

Mission Statement

“To enjoy, to believe, to be amazed”

Rationale

The Department for Education and Warrington Borough Council require schools to monitor and report the attendance levels of every child. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a child's attendance, the higher their levels of achievement.

Evelyn Street Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. We will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.

Purposes

- To improve the overall percentage of pupils at school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and local governing body.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and school
- To implement a system of rewards
- To promote effective partnerships with the Education Welfare Service and with other services and agencies
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Broad Guidelines

1. The school day begins at 8.50 am. Registration takes place as soon after this as is possible. A child will be marked late after registration, if their class teacher is unaware that they are in the building.

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2. The register will be left open in extreme bad weather, or if the child has been delayed by another member of staff on the premises.
3. Registers must be in the school office by 9.00 am and will be officially "closed".
4. The current symbols for lateness and absence are attached. The school has adopted Sims symbols.
5. Children who arrive after registration closes at 9.15am will be noted in the school's late book. Children arriving after 9.30am will lose a mark for the morning session. This absence will be marked as unauthorised.
6. A letter will be sent home if a child is late after registration closes on two or more days in the week.
7. The school requires first day contact for a child's absence. If no explanation is received then a letter will be sent home requesting one. All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Principal.
8. Reasons for non attendance should always be supplied. If this is not the case the school will continue to contact parent/carer until a reason has been given.
9. The Local Governing Body have agreed with the LA that the school will not authorise absence with the exception of medical or illness or faith based holiday.
10. School can request that any absence due to illness be verified with a Doctor's appointment card or medical note if necessary
11. Detailed guidelines have been formulated and will be provided upon request
12. Evelyn Street Primary School follows local authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven.