



# Attendance Policy

# **St Anne's Fulshaw CE Primary School**

## **Attendance Policy**

**Latest review date: 24.01.17**

St Anne's Fulshaw CE Primary School recognises the importance of good attendance and the significance of attendance on achievement and attainment.

We aim to achieve good attendance by operating an attendance policy within which pupils, staff, parents, the local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance. Good attendance is seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all. Holiday absence, except in exceptional circumstances, will not be authorised.

### **Aims**

- To improve the quality of school life
- To create a culture in which good attendance is 'normality'
- To demonstrate to pupils, parents and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive
- To promote good attendance through the prospectus, newsletters and Friday Flyer

### **Objectives**

- To involve pupils more in recognising the importance in their attendance
- To improve communication with parents about regular school attendance
- To ensure parents appreciate good attendance is an integral part of the home/school agreements
- All school staff to continue to take responsibility with pupils and parents for pupils' attendance
- To recognise the important role of teachers and administration staff in promoting and monitoring good attendance
- Effective working relationship with Education Welfare Service, and the reporting of half-termly figures to the service
- To ensure all partners are aware of their roles and responsibilities in monitoring good attendance

### **Targets**

- To have an effective means of collecting and monitoring attendance information
- To discuss the settings of targets for the school with the Education Welfare Officer (EWO) and the School Improvement Partner as appropriate
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO
- To agree specific targets for individuals, groups, years and the whole school
- To reward pupils for attendance, either individually or within tutor groups (up to individual schools)
- To keep parents, pupils and governors informed of policy, practice and targets at least annually
- To ensure that the school is aware of government targets which may have been set for vulnerable groups

The Head Teacher is responsible for the procedures for, and implementation of, operational management of this policy, including working with the Education Welfare team should FPNs be issued. School starts at 8.50am, the register closes at 9.00am and children arriving after 9.20am will be marked as late.