



Euston Street P.S. & Nursery Unit

Attendance Policy

Commitment to review

Date the plan came into effect	April 2018
Who is responsible for this document	Principal, SLT, SMT, staff, BoG
Issued to	Staff, BOG, parents, pupils (friendly version)
Date of issue	April 2018
Review date	April 2020
Related Policies	Safeguarding, Child Protection, Intimate Care, Behaviour & Citizenship, Pastoral Care

EUSTON STREET PRIMARY SCHOOL

Attendance Policy

Introduction

Mission

'To work together for excellence in: our learning; our school; our community; and our future'.

Our purpose therefore is to be an excellent school. We continually strive for excellence in every area of school life. To achieve this aim we must always have the right school **vision and values** and these must be at the heart of all that we do, including our School Development Plan.

Vision

In order to achieve excellence in each aspect of school life, our vision is:

'To create a safe, happy learning community. A community where together, we inspire and equip our pupils so that they fulfil their potential, use their talents and follow their dreams now and always.'

Values

We believe that our school is a place where the child is at the centre.

'We value kindness, integrity, hard work and mutual respect.'

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life.

The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure a regular pattern is maintained.

At Euston Street Primary School we expect all children to attend school every day as long as they are fit and healthy enough to do so. 100% attendance is certainly possible, but in the event of absence it is essential that the school is informed of the reasons for this.

Poor attendance can seriously affect each child's:-

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

The table below is taken from DENI's – School Attendance Matters – **A Parent's Guide**.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

Non-attendance is an important issue that is taken seriously. However each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

Prior to the engagement of the EWO, the school may issue letters to parents clearly defining the concerns within the school regarding a pupils' absence. It is hoped that a quick response and change in levels of absence will prevent the need for EWO involvement.

Principles

Arrival & Registration

All children should be in school ready to begin lessons at 9.00 am each day. Doors open at 8.45 am and children can enter the classroom from this time. As the day counts as two attendances the register is taken twice daily. Morning registration ends at 9.00 am. If a child arrives after the registration ends he/she will be marked as 'Late'. Arrival after 9.30 am will be recorded as an unauthorised late mark.

Parental Responsibility

Parents are reminded of their responsibility to ensure their children attend regularly, in the school prospectus and school newsletters. Punctuality is also stressed as lateness impacts on learning not only for the individual, but the class as a whole.

Attendance is discussed with each parent at parent teacher meetings, with the current percentage attendance being reported.

Communication

The school provided parents with leaflets and polices that outline the requirements and importance of attendance. Attendance is a regular item on the school monthly newsletter which is also posted on the school website. Parents are made aware of the target of 96% monthly attendance.

Education Welfare

The principal meets with the Education Welfare Services on a regular basis. Pupils with 85% or below attendance to date are discussed and a letter is subsequently sent or referral is made to Education Welfare Services.

Attendance is discussed at 2 parental teacher meeting in October and February each year.

Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside school hours.

When a child is unwell parents should notify the school as soon as possible. On the child's return to school a written explanation should be supplied to the child's class teacher. If no reason is provided this will be recorded as an unauthorised absence.

Family Holidays/Absence during Term Time

Parents are strongly urged to avoid booking a family holiday during term time. A family holiday during term time will be recorded as an unauthorised absence.

Definitions

The school will determine if an absence is either AUTHORISED or UNAUTHORISED.

Authorised Absence

An absence can be classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. Authorised absences include essential medical appointments, illness or a child educated off site.

Unauthorised Absence

An absence can be classified as unauthorised when a child is absent from school without permission.

Unauthorised absences include:-

- parents keeping children off school unnecessarily
- truancy
- holidays not agreed
- absences that have not been explained

General school activities and incentives

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured.

At Euston Street Primary School, a number of rewards are available for good attendance and punctuality. The school also has a range of special working groups, school plays, shows, teams and music groups to further inspire and enthuse attendance in school.

The school playground has been zoned to stimulate active 'play' at break and lunch time. The playground is supervised by well trained staff and Year 7 Buddies.

The school provides a breakfast club and wide array of after school activities to engage pupils and parents.

Individual Incentives

N – Year 7 children are awarded an attendance certificate every month for 100% attendance. Praise notes are sent home as required to parents.

The school operates a School House system for which points can be earned for full attendance each month.

To encourage punctuality, rewards are linked to class Golden Time and the school Positive Behaviour Policy. An annual 'Be on Time Week' is also organised and prizes are given to all who manage to be on time for the given week.

Pupils are also awarded in school with badges for the following:

- Language Champions
- Horizon Group
- Maths (weekly)
- Writing (weekly)
- Eco
- School Council
- Star Pupil
- Digital Leaders

Class Incentives

At Euston Street Primary School, a class reward is achieved for the class with the highest attendance for each month. This reward is decided by the class in consultation with their teacher and agreement of Principal.

The winning House receives a group prize at the end of the academic year.

Nursery Unit

Whilst attendance at the Nursery Unit is not compulsory it is good to get pupils used to regular attendance. The daily learning activities that pupils experience and engage in whilst in the Nursery Unit is of vital importance to progress when pupils move into formal education in Year 1. We encourage parents by informing them of their child's attendance each term and remind them of the importance of regular attendance to successful school learning experiences and future attainment.

Review

This policy will be reviewed on a regular basis and updated when required.

Attendance Matters

First letter below 85%

Dear parent/guardian

In line with Department regulations and in partnership with the Education Welfare Service, I am writing to inform you that your child _____ Year _____ has an attendance of _____ % for the year so far from 1st September to date.

This is below the Department guidelines of having an 85% minimum and below the school average of 93%.

90% is considered 'poor' attendance by the Department of Education.

Whilst we understand that pupils are sick at times, you will be aware of how important it is to your child's learning and attainment that they be in regular attendance at school. We monitor the attendance of all pupil sat the end of each month.

It is important that there is an improvement in this attendance percentage before the end of November 2018 and school will support you in any way we reasonably can to achieve this.

Continued low attendance may be referred to Education Welfare Services.

Please contact me at school about regarding support or if you wish to discuss attendance.

www.eani.org.uk/schools/miss-school-miss-out/

I would appreciate any comments. Please return to the class teacher asap.

Thank you

John Armstrong

Child's name _____ Year Group _____

I have read the information above and will be working to improve the attendance.

I understand that a referral may be made if attendance does not improve.

Signed _____ date _____

Comments _____

Appendix 2

Attendance Matters

First letter Below 91%

Dear parent/guardian

In line with Department regulations and in partnership with the Education Welfare Service, I am writing to inform you that your child _____ Year _____ has an attendance of _____ % for the year so far from 1st September to date.

90% is considered 'poor' attendance by the Department of Education and the school average is 93%.

We understand that pupils can be ill from time to time. You will be aware of how important it is to your child's learning and attainment that they be in regular attendance at school. We monitor attendance for all pupils at the end of each month.

Please contact me at school about regarding support or if you wish to discuss attendance.
www.eani.org.uk/schools/miss-school-miss-out/

I would appreciate any comments. Please return to the class teacher asap.

Thank you
John Armstrong

Child's name _____ Year Group _____

I have read the information above and will be working to improve the attendance.
I understand that a referral may be made if attendance does not improve.

Signed _____ date _____

Comments _____

Attendance Matters

Second letter

Dear parent/guardian

In line with Department regulations and in partnership with the Education Welfare Service, I am writing to inform you that your child _____ Year _____ has an attendance of _____ % for the year so far from 1st September to date.

This is below the Department guidelines of having an 85% minimum and below the school average of 93%. 90% is considered 'poor' attendance by the Department of Education.

Having written to you previously it is now very important that the attendance of your child improves. I have notified Education Welfare Services and a referral may now be made. Whilst we understand that pupils are sick at times, you will be aware of how important it is to your child's learning and attainment that they be in regular attendance at school. We monitor the attendance of all pupil sat the end of each month.

Please contact me at school about regarding support or if you wish to discuss attendance. www.eani.org.uk/schools/miss-school-miss-out/

I would appreciate any comments. Please return to the class teacher asap.

Thank you
John Armstrong

Child's name _____ Year Group _____

I have read the information above and will be working to improve the attendance. I understand that a referral may be made if attendance does not improve.

Signed _____ date _____

Comments _____
