

Attendance Policy

May 2016

At Kingsway School attendance is given a high profile and monitored regularly. We work closely with parents, carers and our children to help them to recognise the importance of regular attendance and the importance of arriving on time for the start of the school day. We track and monitor attendance weekly.

To increase levels of attendance
To continue to improve punctuality

The school day at Kingsway is: 8.55am – 3.30pm.

- We expect pupils to arrive on time at school, but no earlier than 8.40am.
- We are happy to discuss any problems parents/carers may experience and consider alternative arrangements to be made with regard to punctuality and attendance.
- Pupils who are late are expected to enter through the main entrance and report to the School Office. This is recorded in the Late Book and register.
- If a child is absent, parents are expected to telephone the School Office and keep school informed during the period of absence.
- School Office Staff make first day telephone calls to parents/carers if we are not informed of a child's absence.
- If we are concerned about unexplained absence, poor attendance or non-contact with parents/carers:
 1. A member of the School office Staff will speak informally to the parent/carer.
 2. The Headteacher contacts the parent/carer to speak to them by telephone or by appointment.
 3. If as a result matters do not improve, a letter is sent.
 4. A referral is made to the Targeted Support Team.
- If we have concerns regarding children arriving late, we will organise some focus groups to help the children understand the importance of being at school on time.
- If children arrive late, the accompanying adult writes down the reason in the 'Late Book'. If it is a child who is not accompanied to school we will ask them the reason and if it doesn't improve, we will contact the parents.

Term time holiday Amendments to the 2006 regulations remove references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Celebrating Attendance

We celebrate good attendance with:

- Certificates for individual pupils achieving 100%
- Letters to parents/carers celebrating their child's 100% attendance.
- Weekly attendance tickets for each child with 100%
- Fudge the Puppy and KPS Bear for weekly class attendance.
- Celebrate 100% attendance weekly with a certificate, a special event for the class i.e. in discussion with the Class Teacher the children choose three special treats and this is finalised by the Headteacher e.g. A Technology Day, Non-Uniform Day etc.

Parents/Carers of children attending Reception are made aware of our expectations regarding attendance at a meeting prior to their child starting school.

1. All children starting school receive a copy of the book 'JB Bear Goes to School'.
2. The School Brochure has a section dedicated to attendance.
3. A specially designed Attendance leaflet is given to new and prospective parents/carers.

Attendance Procedures

The Procedures

- ◆ The morning bell sounds at 8.55 a.m.
- ◆ The children line upon the playground and are collected by a member of staff.
- ◆ Teachers call the register at 9.00 a.m.
- ◆ Registers are then returned promptly to the office.
- ◆ Office staff check the class registers every morning.
- ◆ On the first day of absence, all parents/carers are telephoned to ascertain the reason for absence unless the parent/carer has already informed school.
- ◆ Absences are authorised where appropriate and the register amended.
- ◆ Any changes to the register are sent in note form to the class teacher and dated.
- ◆ The class teacher files the note in the child's file in the top drawer of the Class Filing Cabinet.
- ◆ Class Teachers' monitor attendance and alert the School Office/Headteacher if they have any concerns.
- ◆ Every Friday, the attendance details are entered into the computer.
- ◆ We record latecomers in a book as well as in the register for monitoring purposes.
- ◆ If any child is regularly late, the Headteacher speaks to the parent/carers. If this does not improve, a letter is sent home.
- ◆ The Headteacher maintains a weekly monitoring and review of attendance.

- ◆ At least once a half term the Headteacher and Office Manager meet formally to analyse the attendance data. This also takes the form of a register check.
 - ◆ Targeted Support is contacted if there are concerns about particular children, for them to take appropriate action.
 - ◆ A 'Late Gate' is planned if we feel this is required.
 - ◆ We have special events to encourage regular attendance – '**Focus on Attendance**'.
 - ◆ We present Attendance Certificates to children at the end of every term who have achieved 100% attendance.
 - ◆ Letters are sent home to parents/carers to celebrate their child's achievements.
 - ◆ We present Fudge the Puppy and Kirk Patrick Spencer Bear (KPS) to the best class in KS1/KS2 weekly during the year.
 - ◆ Weekly 100% class attendance is rewarded with a 'Class Treat'.
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- ◆ The Headteacher regularly reports to the Governing Body regarding attendance.
 - ◆ The Headteacher sets targets for attendance.
 - ◆ The School Brochure has an informative section on attendance.
 - ◆ An informative leaflet has been designed to send home to parents/carers.
 - ◆ Information regarding attendance including our leaflet is on the website www.kingswayprimary.com

2012		2013		2014	
SCHOOL	NATIONAL	SCHOOL	NATIONAL	SCHOOL	NATIONAL
95.2%	95.6%	94.4%	95.2%	95.9%	96.1%

Reviewed: May 2016

Signed **Chair of Governors**

Date