



To be the best that we can be together in Christ

**St George's RC Primary School**  
**Attendance Strategy**  
**Autumn 2022**

The Education Act 1996 states: 'If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

**Aims**

- School works to support the right of every child to an education.
- School aims to work with parents to help them fulfil their duty to ensure that their child's attendance rates are maximized and that absences are kept to a minimum
- To provide a positive, welcoming and supportive school environment that encourages attendance as well as open discussion of any issues affecting attendance
- To challenge and reduce levels of authorised and unauthorised absences
- To promote a consistent approach to attendance by all staff
- To recognize and reward good attendance
- To acknowledge the link between attendance and attainment

**School Systems for Monitoring and Supporting Attendance**

- At all Induction meetings, including the annual parents' evening welcome meeting at the beginning of the school year, Head teacher and class teachers will stress the importance of regular attendance and punctuality. The attendance matrix will be given to every parents.
- School has signed up to Study Bugs as a way to help parents make sure that their children's attendance does not fall below acceptable levels.
- Requests for leave of absence in term time are responded to in line with informal agreements between York schools.
- Class teachers are responsible for marking the class register. It is of the utmost importance that registers are completed fully and correctly so that accurate attendance records can be kept and any problems followed up promptly.
- The Admin Officer is often the first point of contact when a child is absent. They will record any information they receive about a child's absence and pass this information on to the class teacher. If a parent contacts them and does not give a proposed date of return, they will ask the parent for this information.

- The class teacher / teaching assistant should check with the office to ascertain the reason for any absence. If no reason is given by a parent for absence, the class teaching assistant or admin officer will make contact by phone. First day contact not only ensures accuracy of registers but is also important as a safeguarding tool.
- The Head teacher monitors attendance on a daily basis.
- Pupils with attendance rates at or below 90% are tracked so that appropriate support to improve attendance can be identified and put in place. Support offered may be:
  1. Conversation expressing concern between parent and head teacher
  2. Letter from school expressing concern about attendance
  3. Invitation to a meeting in school with Head teacher to discuss concerns about attendance
  4. Formal referral to other agencies to pursue concerns about attendance
  5. For Traveller children, these measures are carried out in consultation with staff from the Traveller Support Service.

If a child's attendance does not become regular following the referral to this service, the Local Authority may prosecute parents under Section 444(1) and Section 444(1a) of the Education Act 1996. If parents are found guilty, the court may impose sanctions such as fines or a custodial sentence. The Local Authority may also issue fixed penalty notices. The current CYC attendance campaign focuses on Going in – Not Missing Out.

Details can be found here: <https://www.york.gov.uk/SchoolAttendance>

#### Monitoring and Evaluation

- The Governing Body is responsible for overseeing the implementation of the Attendance Policy and works closely with the head teacher to evaluate the success of the strategies implemented.
- The head teacher is responsible for reporting attendance to the Governing Body on a termly basis and working closely with other staff and agencies to promote good attendance.
- Class teachers are responsible for taking the class register at the beginning of each session and ensuring that all unexplained absences are followed up.
- The Admin Officer is responsible for managing the electronic system and producing reports of attendance levels. The admin officer also informs staff of notified absences and late arrivals.
- It is vital that all members of the school community work together to instill good attendance and punctuality in pupils, thereby helping them to be socially responsible and make the most of the learning opportunities provided by school.
- A whole school approach is vital to the success of improving attendance. All staff have an important contribution to make towards improving pupil attendance. We can ensure that all pupils feel supported and valued as an important member of our school family. Our school Mission statement illustrates our emphasis on mutual support to achieve excellence and this policy reflects the values stated in the mission statement.