



# Oakwood Junior School

## Attendance

Ratified by the Governing Body: 17 May 2012

### **A Statement on Attendance**

Oakwood Junior School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his or her true potential.

The School will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure and a stimulating curriculum which makes children excited about coming to school.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Oakwood Junior School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

To achieve the aims listed in this policy, we work closely with Southampton City Council, and agree our procedures with the Lordshill Cluster of Schools. We also follow DfE and SCC advice on the completion of registers and operation of sanctions for parents of children with poor attendance.

### **The Legal Framework**

The legal framework governing attendance is set by the Education Acts and their associated regulations.

#### **Section 7 of the Education Act 1996 states that:**

*The parent of every child of compulsory school age shall cause him/her to receive efficient, full-time education suitable to his/her age, aptitude and ability and to any special educational needs he/she may have either by regular attendance at school or otherwise.*

Section 444 further states that: "The parent of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable in law."

## **Aims**

1. To improve the overall attendance of pupils at School, therefore contribute to higher attainment and achievement
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and Governors.
3. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and School.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

## **AIM 1**

### **To improve the overall attendance of pupils at School, therefore contribute to higher attainment and achievement**

- Apply whole School Attendance Policy consistently.
- Establish and maintain a high profile for attendance and punctuality
- Relate attendance issues directly to the school's values, ethos and curriculum.
- Monitor progress in attendance measurable outcomes
- Use analysis of data to identify groups and individuals whose attendance is of concern.
- To carry out transition work

## **AIM 2**

**To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and Governors**

- Use staff/school handbook and appropriate DfE and LA literature in promoting attendance
- Produce attendance reports twice a year for parents
- Report to Governors on pupils' attendance
- Highlight the importance of good attendance to Year 2 parents as part of induction
- Include information on attendance in the school newsletter and on the website
- Display materials at focal points – for rooms etc.
- Hold Multi-agency meetings where the attendance of pupils is discussed and monitored
- Promote reward systems, including badges, trophies, certificates, end of year prizes etc.

## **AIM 3**

**To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks**

- Maintain unambiguous procedures for statutory registration in line with legislation and guidance
- Make phone/letter contact, using designated school staff, on first day of absence
- Ensure clearly defined late registration procedures
- Respond swiftly to lateness (in respect of both pupils and parents)
- Meet half-termly and review attendance with the EWO at a Multi-agency meeting
- Work closely with the cluster of school to ensure consistency of the operation of this policy
- Have clear procedures prior to referral to the EWO
- Be familiar with the EWO referral and recording system

## **AIM 4**

**To provide support, advice and guidance to parents and pupils**

- Highlight the importance of attendance in all areas of school life
- Set aside area/time for parents to speak to staff
- Continue to improve communication with parents
- Provide accurate and up-to-date contact information for parents
- Involve parents from earliest stage when attendance is a concern
- Other sources of support for parents, written, websites, other agencies etc.

## **AIM 5**

**To develop a systematic approach in gathering and analysing Data related to attendance**

- Use the standard national attendance codes for registration
- Be consistent in the collection and provision of information
- Identify developing patterns of irregular attendance and lateness
- Follow procedure for tracking pupils leaving and being admitted to the school roll.

## **AIM 6**

### **To further develop positive and consistent communication between home and school**

- Initiate first day absence contact
- Make full use of computer generated letters, the order and content of which is agreed with the cluster
- Promote expectation of absence letters/phone calls from parents
- Explore the wide range of opportunities for parental partnerships
- Provide information in a user-friendly way (May include languages other than English and non-written)
- Encourage all parents into school
- To establish links with home school liaison within EWO to meet the needs of pupils from ethnic minorities

## **AIM 7**

### **To implement a system of rewards and sanctions**

- Actively promote attendance and associated reward and effective sanctions
- Ensure fair and consistent implementation
- Involve pupils in system evaluation
- Make use of imaginative and immediate sanctions
- Take action which accords and objectives agreed between school and others
- Use of enforcement sanctions in line with SCC procedures, including the issue of penalty notices

## **AIM 8**

### **To promote effective partnerships with the EWS and with other services and agencies**

- Give priority to timetabled Multi-agency meetings with EWO
- Carry out an initial enquiries/intervention prior to referral
- Gather and record relevant information to assist completion of EWO referral
- Establish and maintain list of named contacts within the local community e.g. community police contact officer
- Encourage active involvement of other services and agencies in the life of the school

## **AIM 9**

### **To recognise the needs of the individual pupil when planning reintegration following significant periods of absence**

- Be sensitive to the individual needs and circumstances of returning pupils
- Involve/inform all staff in/of reintegration process
- Provide opportunities for counselling and feedback
- Consider peer support and mentoring
- Involve parents as far as possible
- Agree timescale for review of reintegration plan
- Include EWO, parents and pupils in reintegration plan
- Consider use of parenting contracts