

Gladstone Primary School

Policy and procedures for monitoring and promoting attendance

These procedures are in addition to the Vale of Glamorgan School Attendance Policy

Introduction

At Gladstone Primary School we believe that regular attendance and punctuality are vital in helping children achieve the best they can be. Education is important. Pupils should be at school, on time and ready to learn, every day the school is open, unless the reason for absence is unavoidable.

The school is very aware that irregular attendance seriously disrupts learning and hinders educational progress, not only for the child who is absent but also for the rest of the class. It can lead to underachievement and low attainment and negatively affects the child's ability to develop friendship groups within school.

We have a very positive ethos here at Gladstone and provide a welcoming and safe environment, which encourages attendance and promotes the best performance from our children. The children understand that their presence in school is important and that they are missed if they are absent or late.

Responsibility for promoting attendance

- Mrs Reilly, the DHT, has overall responsibility for attendance assisted by Mrs Crow, the school administrator
- All staff at Gladstone Primary however are committed to improving overall attendance - teachers will regularly remind their children about the importance of attending school each day and encourage their class to be in every day, talk to parents where needed and will refer to the DHT if they are concerned about a child's attendance

Registration Procedures

- Staff take a formal register at the beginning of the morning session and again at the beginning of the afternoon session using the school's SIMS system
- The register closes at 9.30am each morning. Any child who arrives after this time is marked as 'U'

Monitoring attendance

- Attendance is monitored daily. If a child whose attendance is a cause for concern is absent, parents are contacted
- Each week, attendance for the previous week is monitored closely. Any child who was off school is identified and logged. If there is a concern, eg. unauthorised absence on more than one occasion, a pattern of poor attendance even if authorised or several U marks, parents will be contacted to discuss. All conversations are logged
- If no improvement is made after this then a meeting will be arranged between school and parents to discuss the way forward
- In extreme cases, a referral to the Inclusion Service is made
- A two way dialogue exists between the Inclusion Service and school sharing information and feedback from visits and communication with families
- Each term, any child who has less than 93% attendance is identified. If the absence is a concern then a letter is sent identifying next steps. Each case is looked at separately and the letter and next steps are personal to that family
- Persistent low attendees are identified and tracked throughout the year
- The Governing Body has agreed the use of Fixed Penalty Notices (FPN) in line with Vale policy. A warning letter is sent by the DHT when a child's attendance is nearing the criteria for requesting a FPN.