

# ST MARY MAGDALENE C OF E PRIMARY SCHOOL



## Attendance Policy

### **Mission Statement**

We seek to ensure that every child receives an education which maximises opportunities to achieve their potential.

We aim to provide a welcoming, supportive environment in which children, families and staff work together, under a Christian ethos, to ensure that our children attend school regularly and punctually.

We have consistent and effective practice in place for monitoring attendance and punctuality, and have an incentive and sanction system agreed across a number of schools in the West Bromwich area, and supported by the Local Authority and its partners.

To ensure the safeguarding of all children in our care.

### **Aims**

- To improve the overall percentage attendance of children, working in partnership with the Education Welfare Service, other agencies and families.
- To raise the profile of attendance and punctuality.
- To ensure there is a consistent and systematic approach to gathering and analysing data, recognising good and improving attendance and punctuality of all our children.
- For children and families to understand the importance of attending school regularly and on time.

## **Roles and Responsibilities**

**Parents** have a responsibility to :

Fulfil their legal responsibility of ensuring that children attend school regularly and on time.

To inform the school of the reason for absence or lateness as soon as possible.

To work in partnership to address any issues which prevent regular attendance.

**Schools** have a responsibility to :

Fulfil their legal responsibility in the completion of pupil registers, providing data to the appropriate body as required.

Monitor attendance within the school, identify issues and put procedures into place to support children in accessing their right to a high quality education.

**Local Authority** have a responsibility to:

Ensure that all schools and families are supported in achieving their aims.

To ensure that EWS support to schools is effective and meets the needs of all partners.

## **Procedures**

A consistent approach to the implementation of this policy covers:

- Registers
- Absences : Authorised / Unauthorised
  - Special occasions
  - Family holidays
  - Extended absence
- Excluded pupils
- Punctuality
- Incentives / Rewards / Sanctions
- Correspondence

In line with legislation and our school attendance policy we may refer unauthorised leave of absence to the Attendance and Prosecution Service. Such a referral may lead to a Fixed Penalty Notice being issued.

Please be advised that parents who fail to ensure their child's regular attendance can be fined £60 (per parent, per child). If payment to the local authority is not made within 21 days (of a penalty notice being issued) the penalty will rise to £120 (per parent, per child).

Reviewed June 2016

Next Review date: June 2019