

St Edmund's Primary School

Attendance Recording and Monitoring Procedure

The school actively promotes good attendance and punctuality via the website, regular items in the Headteacher's Newsletter and with 100% Attendance awards.

The School Business Manager has overall responsibility for reviewing and monitoring attendance procedures.

Parents are encouraged to make non-urgent doctors or dental appointments out of school hours. Absence for medical/dentist/orthodontist appointments in school time must be notified in advance and a copy of the appointment letter/card provided to the School office (if no appointment card/letter is available, a letter from parents must be provided in advance of the appointment). Any such absences will be recorded on the Class Register in Integris by the Office Staff.

There is a 24 hr dedicated absence ansaphone on the school main telephone number for parent/carers to report absences. Absence messages left on the school ansaphone will be recorded on the Class Register in Integris by the Office Staff.

Registers must be completed promptly at 8.50 am by the Class Teacher using the statutory attendance codes. Code N must be used for any unexplained absences and these will be followed up by Office Staff at the register check stage.

A register check will be carried out by 9.30 am each morning in the School Office. Any unexplained absences will be followed up by a text message to parents via Parentmail, asking them to contact the school **immediately** to explain the reason for absence.

If no response has been received by 11 am, Office Staff will telephone the home number and then each emergency contact number in turn until they get a response.

If no telephone contact can be made, Office Staff will check with any siblings in school to ascertain the reason for absence – an explanation will still be required from the parents/carers to confirm at the earliest opportunity.

If, having followed the above steps, Office Staff are still unable to ascertain the reason for absence, the School Business Manager will be notified and a decision will be made as to whether a Home Visit is appropriate.

In the case of any child on the school's 'vulnerable children' list or where staff have concerns about a child's welfare and it has not been possible to establish the child's whereabouts, the Police will be contacted.

In our school every day we learn, love and pray.

Unexplained absences will always be followed up by writing to the parents/carers, asking for an explanation of the absence by means of a signed 'return slip'. The N mark should then be changed by the Office Staff to the appropriate code. If no explanation is received after 5 school days the absence will be recorded as Unauthorised.

Class Teachers will regularly monitor attendance/punctuality using the Integris reporting facility in order to identify at an early stage any persistent absenteeism, absence patterns or persistent lateness and raise any such issues with the parents/carers. A note of the discussion will be made on the child's Registration Certificate which Parent/carers will be asked to sign. This will be filed on the pupil file.

Parents will be notified of their child's percentage attendance at each Parent's Evening. This will be a further opportunity for any issues to be discussed.

In any case where persistent absence/lateness continues and no improvement is evident, the Parents will be asked meet with the Headteacher so that a Parenting contract can be set up.

March 2016