



**Partners in Building
A Future**



INTRODUCTION

St Saviour's School aims to be a happy learning community, committed to caring for its pupils. Through this aim, the school intends to ensure that it secures a safe and happy environment where pupils can experience success.

Promoting good attendance is a priority within St Saviour's School. The development of good attendance can have a substantial impact on improving rates of pupil achievement. Poor attendance can seriously affect pupil progress. The curriculum offers continuity and progression in pupil learning and any absence from school may adversely affect the pupils' ability to participate and benefit from the learning.

In order to provide a high quality education, St Saviour's School begins its learning programme at 8.45am on a daily basis and finishes each day at 3pm for 187 days per year. Parents have access to the termly dates from the office/school website/gov.je website over twelve months in advance, giving them plenty of opportunity to ensure their child maximises their access to learning during term times.

AIMS AND TARGETS

St Saviour's School aims to continually try and improve its attendance and punctuality figures.

There is a whole school approach towards procedures within the daily routines, which provide consistency in the registration and follow-up procedures.

Parents are regularly reminded of expectations for attendance through the school newsletter and opportunities are taken to discuss attendance and punctuality in any meetings with parents.

RIGHTS, RESPONSIBILITIES, ROLES AND EXPECTATIONS

Parents' Role and Responsibilities

'A parent of a child of compulsory school age shall ensure that s/he receives full time education appropriate to his age, ability and aptitude, and any special educational needs s/he may have, either by regular attendance at school at which s/he is a pupil or otherwise, in accordance with Article 13.'

Non Attendance at School

Article 12 Education Law (Jersey) 2000 (para 1)

Parents have a duty to make sure that children aged 5 to 16 years receive full-time education and that these children attend regularly and stay at school. This is the law and parents may be taken to court for breaking this law.

Parents should ensure that:

- their child arrives at school on time to start the school day
- their child arrives properly dressed and organised for school
 - correct uniform is worn;

- lunchboxes, books, homework folders, musical instruments, PE kits should be available
- their child arrives in a condition which supports their access to learning
 - the child should not be too tired, ill, worried or hungry
- they actively minimise the amount of time a child spends out of school in terms of holidays and appointments
- they request in advance permission from the school for any organised absence.
- they make contact on the first day of their child's absence and ensure that the reasons for the absence are clearly communicated to the school staff.

The Headteacher's Responsibilities

The Headteacher should:

- identify a senior member of staff with oversight and responsibility for attendance (normally the Headteacher).
- establish clear lines of responsibility and procedures across the school at all levels
- ensure good communication within the school.
- ensure the attendance policy is adopted as an integral part of the pastoral procedures of the school and that the Educational Needs Co-ordinator is involved with all non-attendance issues of children with Special Educational Needs.
- regularly monitor the effective use of the school's electronic registration system.
- meet regularly with the EWO for the school
- lead by example and be punctual and have good attendance.
- reply to requests for authorised absences after determining the past history of the child in terms of absence and academic progress within the school.
- make contact with any parent where punctuality or absence are deemed to be of concern, after teacher intervention has occurred.
- ensure that a phonecall occurs to investigate any non-attendance by a pupil, where a parent has not contacted the school to explain the absence.
- ensure all regular staff within the school are trained in the process of electronic registration.
- ensure staff are aware of the data for their class and encourage them to improve this.
- recognise and praise good attendance and punctuality.
- ensure parent's receive an annual attendance report for their child

Teacher Responsibilities

A teacher should:

- ensure that all their pupils and parents feel welcomed and wanted:
- provide a school environment which is welcoming
- provide a curriculum that motivates and is differentiated to meet the needs of students.
- lead by example and be punctual and have good attendance.
- maintain clear communication systems with the school secretary and Headteacher regarding absence / lateness
- set up and maintain home school relationships, especially with parents who have difficulties in relating with the school.
- provide frequent feedback to pupils on their progress, referring to attendance.
- follow the agreed guidelines and routines for registration :
 - Ensure that the electronic register is taken twice a day (within 10 minutes of the beginning of the morning session (8.45am) and afternoon sessions (1pm)) and that the appropriate coding is used.
 - Where a supply teacher is in the classroom, clear instructions are left to ensure the attendance numbers are given to the school secretary.

- Where an absence occurs without explanation, a phone call is made to the school secretary, by the class teacher by 9.30am, so that contact may be made with the family in order to obtain an explanation regarding the absence.
- Where requested, events are timed and stored for evidence on the computer records.
- Discuss with the Headteacher any identified apparent patterns or trends that occur in absence or punctuality within the class.
- Follow the agreed procedures towards a referral to address any issues.
- continually challenge any negative attitudes or resistance towards good attendance or punctuality in terms of access to learning.

Educational Welfare Officer's Responsibilities

The EWO should:

- Meet regularly with the Headteacher to review attendance and punctuality data within the school.
- Advise the Headteacher on additional factors which may influence the attendance of some families as appropriate.
- Support the Headteacher through the referral process, where attendance or punctuality becomes a concern.
- Monitor the completion of electronic registers on a regular basis and inform the Headteacher of any incomplete sessions.
- Track and monitor identified individuals / families where the school / EWO has concerns re attendance and provide feedback to the Headteacher.
- Provide support for the school by liaising with families where significant attendance issues exist and direct these families towards appropriate support.
- Support the school to ensure that the families within the school meet the requirements of the Law in terms of attendance and punctuality.

MONITORING, EVALUATION, REFLECTIONS AND DEVELOPMENT

We are aware of the need to review the school attendance policy and will do so regularly, at least annually.

SEPTEMBER 2016

