

BRECKNOCK PRIMARY SCHOOL

MISSION STATEMENT

Brecknock School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. Research both locally and nationally demonstrates a clear link between good attainment and good attendance.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

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 Brecknock School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

STATUTORY DUTIES

- This policy is written in relation to the following acts of parliament and guidance relating to attendance.
- A short statement that indicates the school takes account of:
 - Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - Social Inclusion: Student Support, DfES Circular 10/99.
 - Anti Social Behaviour Act 2003.
 - LB Camden Attendance Strategy 2007
- We will also take regard to new legislation and initiatives.

WHOLE SCHOOL POLICY FOR SCHOOL ATTENDANCE - AIMS

1. To improve the overall percentage of pupils at school.
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.

BRECKNOCK PRIMARY SCHOOL

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.

Procedure

Brecknock School intends to improve attendance each year, our current target is 94%

AIM NO 1

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes
5. Conduct an annual school attendance audit.

AIM No 2

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Use staff/school handbook Produce termly attendance reports to parents/governors. Produce newsletters.
2. Provide INSET training for appointed/promoted staff. Display materials at focal points - form rooms etc. Discuss attendance issues in multi-disciplinary teams, staff evaluation meetings and/or in relevant staff meetings.
3. Have/introduce a relevant reward system to reinforce good attendance.

AIM NO 3

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Make phone/letter contact, using designated school staff, on first day of absence.
3. Ensure clearly defined late registration procedures.

BRECKNOCK PRIMARY SCHOOL

4. Have clear punctuality procedures to develop the whole school and respond to post- registration truancy. Initiatives e.g. targeting pupils below 90% attendance.
5. Appoint a Governor with responsibility for monitoring attendance and procedures.
6. Define clearly the roles and responsibilities within the school staffing structure.
7. Timetable staff to meet with Education Welfare Officer/Attendance Officer, making best use of Education Welfare Officers time.
8. Have clear procedures prior to referral to Education Welfare Officers
9. Review attendance regularly.

AIMS NO 4

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in:
 - SEAL/ PSHE/Citizenship/Tutor time
 - Assemblies
 - Governors meetings
 - Staff available to talk to pupils
 - School counsellor/CAMHS/Connexions
 - Mentors' system
 - Making use of available resources
 - Homework clubs
 - Breakfast clubs
 - Extended Services Programme
2. Seek improved communication with parents.
3. Provide accurate and up-to-date contact information for parents.
4. Involve parents from earliest stage
5. Inform parents of new initiatives/legislation.

AIM NO 5

To Develop a Systematic Approach in Gathering and Analysing Attendance Related Data

1. To have an efficient data gathering system. Standardised use of registration codes in line with DCSF guidance.
2. Be consistent in the collection and provision of information.

BRECKNOCK PRIMARY SCHOOL

3. Identify developing patterns of irregular attendance, persistent absences and lateness and ensure appropriate intervention and support is provided
4. Decide what information, if any, is provided for:
 - Governors
 - Pastoral staff
 - Other school staff
 - Parents
 - Pupils (individual or groups)
 - Education Welfare Service
 - .

AIM NO 6

To Further Develop Positive and Consistent Communication Between Home and School

1. Initiate first day absence contact.
2. Make full use of computer generated letters /leaflets/information.
3. Promote expectation of absence letters/phone calls from parents, e.g. a dedicated attendance phone line/email
4. Explore the wide range of opportunities for parental partnerships.
5. Provide information in a user-friendly way (may include languages other than English, and non-written).
6. Provide opportunities for parents to be discuss concerns with staff.

AIM NO 7

To Implement a System of Rewards and Sanctions

1. Identify finance for a system of rewards.
 2. Actively promote attendance and associated reward and effective sanctions.
 3. Ensure fair and consistent implementation.
 4. Involve pupils in system evaluation.
 5. Make use of imaginative and immediate sanctions.
 6. Take action which accords with objectives agreed between school and others, eg. Education Welfare Officer, parent, Behaviour Support Service.
 7. Have displays in key areas publicising reward procedures links to attainment, benefits of good attendance and punctuality.
-

BRECKNOCK PRIMARY SCHOOL

AIM NO 8

To Promote Effective Partnerships With the Education Welfare Service and with other Services and Agencies

1. Designated key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service. Establish and maintain list of named contacts within the local community e.g. safer schools police contact officer.
5. Encourage active involvement of other services and agencies in the life of the school.
6. Develop understanding of agency constraints and operating environments.

AIM NO 9

To Recognise the Needs of the Individual Pupil When Planning Reintegration

following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/or reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring. Involve parents as far as possible.
5. Agree timescale for review of reintegration plan.
6. Include Education Welfare Officers, parents and pupil in reintegration plan.