



### **Mission Statement**

*A Caring Christian Family Where We Grow Together.*

## **ATTENDANCE POLICY**

**Effective Date:** 01/04/2017

**Review Date:** Sept 2024 Biennial

<b>Review Date</b>	<b>Signed Head Teacher</b>	<b>Signed Director RCSAT</b>
06/09/2018	<i>M. L. J. J. J.</i>	<i>P. B. B. B.</i>
30/09/2020	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B. B.</i>
30/09/2024	<i>J. M. Badger</i>	<i>P. B. B. B.</i>

Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	01/04/2017
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT

## 1. Attendance Policy Statement

- 1.1. Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is also important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.
- 1.2. The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s)/carer(s), local community and the Attendance and Children out of School Service can work in partnership.
- 1.3. The school will monitor attendance and ensure quick and early intervention if a problem is identified.
- 1.4. All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.
- 1.5. This policy is written in line with Working together to improve school attendance 2024 update

## 2. Aims

- 2.1. To improve the quality of school life,
- 2.2. To create a culture in which good attendance is 'normality',
- 2.3. To demonstrate to pupils, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself,
- 2.4. To be consistent in implementation, both in terms of rewards and sanctions,
- 2.5. To value the individual and be socially and educationally inclusive.

## 3. Objectives

- 3.1. To involve the children or young people more in their school attendance,
- 3.2. To improve communication with parent(s)/carer(s) about regular school attendance,
- 3.3. All school staff to continue to take responsibility for children or young people's attendance,
- 3.4. To recognise the important role of class teachers in promoting and monitoring good attendance,
- 3.5. To ensure time and organisation within the school to enable the Aims and Objectives to be met,
- 3.6. For the effective working relationship with Attendance and Children out of School Service, and the reporting of half-termly figures to the service.

## 4. Targets

- 4.1. To have an effective means of collecting and monitoring attendance information,
- 4.2. To maximise the percentage of children achieving attendance of 95% or above,
- 4.3. To reduce absence percentage each year,
- 4.4. To improve continuously school attendance,
- 4.5. To target resources and implement where most appropriate and to undertake this within a reasonable time frame,
- 4.6. To keep parent(s)/carer(s), pupils and governors informed of policy and practice,
- 4.7. To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Cared for Children.

## 5. Informing Stakeholders

- 5.1. Parent(s)/carer(s) will be advised of our policy on attendance:
  - 5.1.1. When their children first start at our school,
  - 5.1.2. Through newsletters and the school website,
  - 5.1.3. At parent(s)/carer(s) evenings,
  - 5.1.4. In the School Prospectus.
- 5.2. Pupils will be advised of our policy on attendance:
  - 5.2.1. In assemblies,
  - 5.2.2. In the classroom,
  - 5.2.3. During appropriate areas of the curriculum.