

**ST. LEO'S AND SOUTHMEAD CATHOLIC PRIMARY SCHOOL**  
**ATTENDANCE POLICY**

**2017 – 2018**

**ATTENDANCE TARGET – 100%**

**SAFEGUARDING STATEMENT**

In the light of current legislation, we fully acknowledge our duty to safeguard and promote the welfare of all children. We recognise and uphold the statutory duties regarding Child Protection.

Through our day to day contact with pupils and direct work with families, we have a crucial role to play in identifying indicators of possible abuse or neglect and referring them to the appropriate agency.

We acknowledge all children can be subject to abuse regardless of age, culture, race social background, gender or ability. All children have a right to grow up safe from harm.

This policy sets out how St Leo's and Southmead governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the school.

In line with Working Together to Safeguarding Children 2006, the definition of Safeguarding for this policy document is as follows:-

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Supporting children in need

undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting welfare, which refers directly to activity that is undertaken to protect specific children who are suffering, or are at risk of suffering significant harm.

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**Attendance**

**AIM:** To ensure that all children attend school every day, apart from school holidays. To encourage positive feelings and a sense of pride about attendance within the children. To develop skills for life and future employment. To value Learning and Education.

OBJECTIVES: The children and parents will: -

1. Appreciate that by attending school they will learn and develop skills for the future.
2. Understand that by attending school, a sense of security and positive routine is developed.
3. Realise that future schools and employees want regular attendees.
4. Become aware that by attending school, friendships and social skills can develop.
5. Accept that by not attending school they are missing “educational”, “social” and “ambition” potential.
6. Understand that it is the law to attend school.

Action / Content / How? Strategies

Children

1. Weekly identification of the class who has attended the “best” for that week. The class is awarded an attendance trophy to be displayed in class. All Staff continually encouraging attendance.
2. Early Morning Club is now a facility available for the children, which is planned and totally positive.
3. Headteacher, Learning Mentor and administration officer, monitor attendance and plan next steps if appropriate. (Learning Mentor specifically looks at attendance as part of her role as mentor.)
4. Certificates and prizes are given to children. Medals are awarded for half terms.
5. Attendance highlighted at Induction Meetings for Parents/Carers.
6. Liaison with School Attendance Officer who both challenges and supports.

Parents

1. System - To telephone school if child is to absent.  
To send in note confirming return to school.
2. Holidays - Parents complete a form requesting authorisation of leave of absence (5 days) to Headteacher.
3. Attendance is monitored by Learning Mentor. If there is a cause for concern, a meeting is arranged to speak to parents, discuss any issues and offer support strategies. Attendance is then monitored, children/parents are supported.
4. If Attendance continues to cause concern despite strategies used, school would then seek advice from the School Attendance Officer and carry out what is suggested.
5. Learning Mentor – meets each half term with Teaching staff – to discuss strategies and concerns.
6. Learning Mentor meets with the School Attendance Officer every two weeks – to discuss individual caseload, incentives group work, Attendance Assemblies, whole school targets.
7. Holidays are not authorised unless there are extenuating circumstances and multi agency support.

**ATTENDANCE ST LEO'S AND SOUTHMEAD CATHOLIC PRIMARY**  
**SCHOOL BASED STRATEGIES**

- The Learning Mentor works in depth with Attendance issues in school. There are clear procedures for monitoring attendance.
- We have a triangular system of communication that involves Headteacher, Learning Mentor and the Administration Officer working together to discuss Attendance.
- We identify the class with the highest attendance - they receive a trophy and certificate to display in class. All improved attendance is also rewarded.
- Each term the children are rewarded with Gold, Silver and Bronze certificates or medals for individual attendance and punctuality. Also, improved attendance is recognised.
- We have introduced a visual display for the children to monitor and see who and how their class is doing, and to motivate those with low attendance.
- Good attendance is highlighted in talking to parents of nursery children at intake meetings and a wall chart sticker system is in Reception class.
- We have a Breakfast Club and an Early Morning Club, which the mentor organises. It has had an impact on punctuality and attendance, social issues and self-esteem. Individual children are encouraged and targeted to attend. We have witnessed many children blossom, which is very rewarding, and negative attitudes towards school have become positive.
- Children whose attendance falls below 90% are referred to the Learning Mentor (or any other attendance issues). Children and parents are requested to work with the Learning Mentor to look at ways in which attendance issues and levels can be raised, by overcoming individual barriers. Mentoring programme.
- Children with persistent absents or falling below 90% will be referred to the School Attendance Officer.
- Individual support for the younger children with daily support charts with targets all achievements are rewarded.
- Raising Awareness and Self-esteem is very important at St. Leo's and Southmead. All the staff team work hard to make St. Leo's and Southmead a fun and exciting place to be, creating a sense of belonging. Lunchtime clubs, after school clubs etc. all have an impact on attendance, we hope the children all want to come to school.
- Early punctuality is encouraged as a whole school. In addition to Breakfast Club and Early Morning Club, doors are opened at 8.45 to welcome the children early to school.

## **2017 / 2018 STRATEGIES**

- 1. Promotion Week**
- 2. Call back – targeted pupils**
- 3. Amazing Attendance Hero**
- 4. 100% weekly Attendance Raffle/Friday Raffle**
- 5. School Council active and involved in Attendance (they are developing our display board).**
  - Buddy system/Play Leaders – Attendance**
  - Promotion of Attendance – Class Council**
  - Safeguarding training – Awareness Help Support.**

**All of the above are being introduced in addition to the strategies already embedded.**