

**St Leo's and Southmead Catholic
Nursery and Primary School**



Nurture, Inspire, Succeed

Attendance Policy

2022-2024

Our Vision

As part of the St Leo's and Southmead family; our children are happy, resilient and successful. Our school community is enriched by positive role models who nurture and support; delivering a curriculum which embraces memorable opportunities and lifelong skills.

Our Promise

Nurture



We will provide a safe, warm and welcoming environment where everybody is valued

We will develop the whole child through our pastoral approach where inclusive attitudes are modelled everyday

Inspire



We will celebrate the skills, talents and natural abilities of everybody in our school community

We will deliver exciting and memorable learning opportunities through our creative curriculum in order to provoke thoughts, dreams and life-long goals

Succeed



We will guide our children so that they are eager to exceed their full potential in all that they do

We will encourage confidence and risk taking through quality first teaching, effective feedback and challenge

Our Values

*Everybody is valued
We are all role models
Talents are celebrated
We never give up*

ST. LEO'S AND SOUTHMEAD CATHOLIC PRIMARY SCHOOL ATTENDANCE
POLICY 2022-2023

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.

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 attendance is a vital skill that will stand them in good stead for future schools and employers.
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 is held each week in the ‘attendance assembly’. The class is awarded an attendance trophy and certificate to be displayed in class. All Staff are continually encouraging attendance.
2. A weekly 100% attendance raffle and Friday raffle are held
3. Breakfast Club is available for the children, which is planned and totally positive.
4. Headteacher, Learning Mentor and Sendco, monitor attendance and plan next steps if appropriate. (Learning Mentor specifically looks at attendance as part of her role as mentor.)
5. Certificates and prizes are given to children. Termly medals
6. The class with the best attendance receives a whole class reward at the end of the half term
7. Attendance highlighted at Induction Meetings for Parents/Carers.

8. Liaison with school attendance officer on a needs basis.
9. We have introduced a 'Show up to glow up' scheme, whereby the classes with 100% attendance get to light their bulbs on a daily basis

Parents

1. System - To telephone/dojo message school if child is to absent. Parents inform staff via dojo of the reason for absence, therefore we do not collect absence notes. Parents send in proof of medical appointments
2. Holidays - Parents complete a form requesting authorisation of leave of absence 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. Attendance Assemblies, whole school targets.
7. Holidays are not authorised unless there are extenuating circumstances and multi-agency support.
8. If a child's attendance is causing concern, parents will receive a letters home informing them of their level of attendance and offering support.
9. The child will then be placed onto a monitoring schedule and rewarded for improvements made

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, Deputy Head teacher, Learning Mentor and the Sendco (Inclusion team) working together to discuss and monitor attendance.
- We identify the class with the highest attendance each week- they receive a trophy and certificate to display in class.
- All improved attendance is also rewarded.
- Each term the children whose attendance is above 98% are rewarded with Red, green and yellow badges.
- We have introduced a visual display for the children to monitor to observe how their class is doing, and to motivate those with low attendance.
- Good attendance and punctuality are highlighted in talking to parents of nursery children at intake meetings.
- We have a Breakfast Club which is very popular and has a positive impact upon 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 subject to our persistence absence protocols. (See Appendix A)•
- 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, doors are opened at 8.45 to welcome the children early to school.

2022 / 2023 STRATEGIES

1. Ongoing promotion of the importance of attendance
2. Call back – targeted pupils
3. First day response for all
4. Attendance Ambassador
5. 100% weekly Attendance Raffle/Friday Raffle
6. Active P.L.T are involved in Attendance initiatives and feedback the pupil's voice
7. Safeguarding training – Awareness Help Support.
8. House calls/Pick ups for children causing concern (safeguarding)

In support of the 'Show up to Glow up' incentive, we also have a school attendance song.

All of the above strategies currently being embedded.
Review date – July 2023