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E: admin@st-johns.lambeth.sch.uk W: www.st-johns.lambeth.sch.uk
Headteacher: Mr Martin Clark
Deputy Heads: Mr Patrick Williams & Mrs Diane Canaku

Attendance Policy

General Statement

Pupils' achievement is directly influenced by attendance and punctuality and suffers when attendance and punctuality are unsatisfactory.

St John's Angell Town Primary School aims to encourage all pupils to achieve their potential through regular attendance and punctuality. Poor attendance and punctuality is monitored and followed up swiftly.

Responsibilities

The Parents

The law requires that children of compulsory school age (between 5 and 16) must receive a full time education. Under Section 7 of the Education Act 1996, parents have a duty to "cause (the child) to receive full time education suitable to his/her age, ability and aptitude and to any special educational needs he or she may have."

The Authority

LEAs are responsible in law for enforcing the regular school attendance of registered pupils of compulsory school age. The Education Welfare Service works together with schools and families to help ensure that attendance is satisfactory. The Education Welfare Service will formally check school attendance each half term and will consider prosecuting parents in the magistrates' court where the unauthorised absence is 20%.

The Teacher will be responsible for:

- Marking the E-register accurately and ensuring that children who come late are entered appropriately in accordance with school policy.
- Requesting reasons for absence and entering these appropriately.





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The Senior Team will be responsible for:

- Developing a whole school policy.
- Checking periodically to ensure E-registers are being entered correctly.
- Following up absences that are causing concern.
- Liaising with Education Welfare Service.
- Making formal referrals to Education Welfare Service.
- Organising rewards for good attendance.
- Co-ordinating and checking on half-term analysis and providing the authority with this data.

The Office will:

- Attempt to make first day contact when child is absence.
- Ensure that letters regarding absences or lateness's are sent out.
- Bring concerns to the Senior Team.

The Routine

Time	Action
9:00 -9:05	registration
9:05 - 9:30	Any child not here is marked as absent. If the child arrives before 9:30 a present mark is added.
9:30	The register is sent to the office.
After 9:30	If a child arrives after the register has been sent down to the Office at 9.30, he/she will be sent to the office where staff will note this arrival on the register.



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Current Levels and factors influencing attendance

St John's works on a First Day Response policy. The attendance problem at St John's is very specific and due to three main factors

1. No holidays during term time.

St John's now operates a strict policy of taking children off role if a holiday in term time exceeds two weeks unless there are specific reasons. As there is a waiting list for most year groups this often results in children losing their place indefinitely.

2. Moveable Eid holidays occurring during term time. Whenever possible, Gateway uses Eid Festivals as training days.
3. Older children taking time off school to translate for parents.
4. Regular meetings and mail shots stress the importance of regular attendance.

Training for staff

Staff training will be arranged for the beginning of each academic year to ensure that all staff is familiar and updated with school procedures.

Recommendations for good practice

Absences

- First day contact. This may be a phone call, a message or note via another child or Parent.
- Letter sent home if no reason has been forthcoming.
- If the attendance is causing concern for any reason the Senior Team will arrange an Attendance panel Meeting with parents.
- All parents with children whose attendance is below 90% will be invited in to a meeting to discuss the difficulties with attendance. A plan will then be agreed upon to help the child and the family.

Lateness

- Lateness is queried and reasons entered into the register.
- Office sends letters to parents if there are three late arrivals in a fortnight.





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- If lateness persists the EWO may become involved.
- Parents with children who have 5 late arrivals in a term will be invited into school to discuss the issues surrounding their punctuality.

Home-School Agreement

There is a Home-School agreement in place, which addresses attendance and punctuality. Parents, children and school are expected to sign this agreement on a yearly basis.

Children in public care

Social Services must inform the senior team if any child is in Local Authority Care. School must be made aware of any changes in home circumstances and know who has parental responsibility.

Attendance incentives

At the start of the academic year 'great attendance' is the focus of a class assembly. The Early Bird initiative is introduced to the children. As part of this:

- Every class is equipped with a nest above the interactive white board.
- In Friday's assemblies, the class in the year group with the highest attendance and punctuality receive the Early Bird Award. The winning class keep the bird for the week. (This is managed using the SIMS data base).
- A list of the classes with the highest attendance is published in the school's weekly Newsletter to parents. A photo of a class with the overall highest weekly attendance is also included in the news letter.
- At the end of term, all children with 100% attendance and punctuality are awarded a certificate. (Teachers are given the list in briefing on Friday morning so that they can complete certificates before the end of the day.)

Reviewed November 2014