1. Introduction
Southfield Primary School is committed to maximising attendance for all pupils to enable them to benefit from their education. We believe that regular attendance is vital for effective learning.

Our school will give a high priority to conveying to Parents/Carers and pupils the importance of regular and punctual attendance. We recognise the importance of establishing strong home-school links and communication systems that can be used whenever there is a concern about attendance.

We will identify and address, as speedily as possible, any problems affecting attendance.

2. Aims
The school aims to:
• encourage 100% attendance and punctuality;
• ensure all those associated with the school understand the expectations in relation to attendance and punctuality;
• produce regular information about class and individual attendance and punctuality enabling staff to monitor trends and patterns. Appropriate measures can be taken to improve attendance and punctuality with an outcome of improved attainment.

3. Links with School Aims
• The school works toward ensuring that all pupils feel supported and valued.
• Staff are made aware of the registration process and receive In-service training on registration regulations and education law. (Guidelines on keeping of registers).
• Staff complete registers accurately at the start of the morning and afternoon sessions.
• Attendance procedures are regularly monitored by the Headteacher, Attendance Staff and the Local Authority Education Welfare Officer.
• Parents/Carers are notified of any concerns with regard to their child’s attendance.
• Pre meetings are arranged with the Attendance Officer, Family worker and parents to eliminate any absence patterns or attendance concerns.
• Reward systems are used to celebrate good and improved attendance of all pupils.
• End of year attendance rewards consist of vouchers and shields for 100%, medals for 99%, and certificates for 95 - 98%.
4. Guidelines
Improving attendance at Southfield Primary School is the responsibility of everyone in the school community: Pupils, Parents/Carers, School Staff, Governors and Local Authority Education Welfare staff.

The expectations are that:

Parents/Carers will:
- ensure that children attend school every day and punctually unless ill;
- ensure pupils are properly dressed and in a fit condition to learn, having had breakfast.
- contact the school on the first day of absence;
- contact the school if there are problems which need to be discussed;
- avoid requests for appointments and holidays during the academic term.

Children should:
- aim for an attendance and punctuality award over the course of a term;
- bring in a note explaining all absence on the day of return stating dates of absences;

The Attendance Officer will:
- ensure medical notes received from parents/carers are recorded;
- endeavour to make first day contact with parents/carers of absentee pupils.
- liaise with class teachers when attendance becomes of concern;
- work in partnership with Local Authority Education Welfare Service staff to overcome barriers to good attendance;
- provide the Headteacher and Education Welfare staff with data for register checks and statistics for reports as needed;
- Home visits are carried out if there is cause for concern of absences

Teachers and other staff will:
- lead by example by being punctual to class with good attendance;
- adopt a welcoming and encouraging approach to children returning after absence
- advise attendance staff if they have concerns about a child’s attendance or punctuality.

5. Registration
- Registers will be called promptly at 8.55am and 1.15pm and recorded on SIMS
- If pupils arrive late (before 9.15am and 1.45pm) they will be marked late but present for the session. Pupils who arrive late should be accompanied by Parents/carers to the main office to sign in.
- Any pupil arriving after 9.15am and 1.45pm without a satisfactory reason is given an unauthorised late attendance mark. If the pupil is persistently late, for example three lates within a three-week period, parents receive a letter. If the lates are still causing concern, parents/carers are asked to attend a meeting. Unacceptable reasons for being late include oversleeping, taking a sibling to Nursery, parent being unwell. Pupils should be signed in at the main office by their parent.
- Persistent lateness can result in the parents/carers been prosecuted.
The Headteacher monitors attendance, absenteeism and late registration at least once every half term in order to ensure that procedures are used consistently across the school.

6. Recording Absence
   - The school office (or Attendance Officer) records absences, either as authorised or unauthorised, using the agreed DfE symbols.
   - Consistent criteria are applied to the decision making process. If staff have reason to doubt the explanation about whether an absence is genuine, the absence is recorded as unauthorised.
   - Absences will not be authorised once a warning letter for court action is issued to Parents/Carers by the Education Welfare Officer, unless a medical certificate is received. Advice is available from the Education Welfare Officer.

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. The amendments remove references to ‘holiday’ from school and extended leave of absence as well as the statutory threshold of ten school days. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If a pupil’s attendance difficulties are not resolved and attendance does not improve, the school follows the Local Authority guidelines and use of the Penalty Notice process for unauthorised absence and unauthorised holiday absence during term time.

7. Review
   The Governing Body reviews this policy at least every two years and assesses the implementation and effectiveness using the benchmarks below as a guide.
   - Has the attendance punctuality of individual pupils improved?
   - Has the whole school attendance improved?
   - Are pupils and parents aware of the importance of excellent attendance and the policies and procedures of the school?
   - Are attendance issues been included in topics in school assemblies, PSHE lessons or as a theme in any topic work?
   - Are appropriate and timely referrals made to the Education Welfare Service and outcomes successful?

8. Conclusion
   Research shows that unless the Attendance Policy is valued by all staff, particularly the Headteacher and Senior Staff success is unlikely.

School staff will work closely with partner agencies, particularly Education Welfare staff to discuss whole school and individual attendance concerns and to implement strategies to increase attendance.