



# Service Children's Education

John Buchan School

## ATTENDANCE POLICY

2013

Attendance Target for 2012 / 2013

**95%**

### Every Child Matters

The John Buchan School Attendance Policy links directly to the [Every Child Matters](#) outcome of Enjoying and Achieving.

Whilst children are in school and accessing education they will have the opportunity of experiencing increased confidence and self esteem; making new friends; be part of new learning experiences not likely to happen at home; learn how to become a good citizen and look after themselves and others.

Whilst in school children are protected and safe; they are better equipped in achieving socially and academically.

They acquire information to be healthier and are given the opportunity to participate in team games and be involved in extended schools activities.

### John Buchan School commitment to excellent attendance

The school is committed to providing a full and efficient educational experience to all pupils. Our school will do all it can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

Our school will strive to provide a welcoming, caring environment, whereby each member of the school community feels safe and secure.

Our school will give a high priority to conveying to the local military community, parents and pupils the importance of regular and punctual attendance. It is recognised that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance the school will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. The school will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

It is our school policy to celebrate achievement. Attendance is a critical factor to a productive and successful school career and we will actively promote and encourage 100% attendance for all children.

In order to ensure that John Buchan School has a consistent and effective policy towards attendance we will ensure that good practice in attendance as outlined below is embedded within school procedures.

### **Planning, policy and procedures**

The school will ensure that:

- The attendance policy leads to high standards and expectations
- There is a named lead manager in school for attendance matters
- Challenging but realistic targets are set at all levels
- Staff attendance procedures and responsibilities are clearly defined
- Parental responsibilities and procedures are clearly set out

### **Effective monitoring and data analysis**

The school will ensure that:

- There is investment in electronic registration and other data systems
- Attendance data is monitored regularly by key staff (Office staff and YPLs)
- Data is presented proactively to staff, parents, SGCs and pupils to raise awareness
- Attendance data identifies individuals, groups and trends

### **Communication systems are in place**

The school will ensure that:

- A system for contacting parents/carers on the first day of unexplained absence is in place
- Agreed home-school written contact processes is adhered to
- Parent contact numbers are reviewed and updated regularly
- Early school-parent meetings take place if problems arise

### **Individual case management**

The school will ensure that:

- Cases of concern are effectively identified for priority action at an early stage
- There is an established case management process for dealing with absence that involves staff, support agencies and managers
- Clear agreed action plans are in place for each child who presents with attendance concerns
- Cases of poor attendance are monitored and reviewed regularly
- All cases are reviewed half-termly and joint working plans revised

### **Relationships with other agencies**

The school will ensure that:

- School – UWO/SSW/AEO/IA working relationships are clearly set out
- The role of other support agencies is understood and protocols are in place
- There are good referral contacts in place to support attendance and related issues
- The involvement of other agencies is welcomed and used to best effect

### **In school support**

The school will ensure that:

- Playground friends and study buddies schemes are in place
- Attendance and lateness issues are discussed at class forums and school councils

### **Assemblies**

The school will ensure that:

Class and whole school assemblies:

- Encourage and motivate children to attend
- Highlight the importance of attendance and punctuality
- Explain the risks associated with not coming to school regularly

- Act out familiar scenarios to reinforce key positive messages
- Involve parents/carers
- Celebrate good attendance and punctuality

### **Celebrations and rewards**

The school will ensure that:

Individual class - and school-level rewards that promote good attendance and punctuality:

- Are applied consistently
- Include all pupils
- Are relevant and meaningful to pupils
- Are consistent with other school principles such as healthy lifestyles
- Are engaging for parents/carers

### **Effective communications**

The school will ensure that:

- Attendance is featured in the school prospectus, newsletters and other documents
- School communications use clear, simple and accessible language
- Attendance promotional material is on display in school; pupils are involved in creative displays
- Pupil assemblies regularly feature attendance issues

### **Guidance and access to support**

The school will ensure that:

- Parents/carers are familiar with all attendance and punctuality procedures
- Parents/carers have access to school/SCE leaflets about attendance
- Parents/carers can easily talk to staff about any problems

## **Evaluating success**

The school will identify interventions which have been successful as part of the evaluation process. When evaluating success it will be considered whether or not:

- attendance has improved;
- punctuality has improved;
- targets have been met;
- parental response to absences has improved;
- re-integration plans have been successful;
- the school has been successful in raising the profile of attendance, both within the school, SGC and the local community;
- pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school;
- schools have developed a teaching and learning ethos which encourages all pupils to attend whatever their level of ability or need.

## **School attendance targets**

The attendance targets for the school are published in the school newsletter and on the school website

In order to achieve school attendance targets every member of the school staff will make attendance a priority and convey to parents and pupils the importance of their education.

Policy reviewed by LF (AHT)

Date Policy reviewed: January 2013

Next Policy review: January 2013