



Bishop John Robinson
Church of England Primary School

Attendance Policy

Be the best we can;

Join in Learning, Play and Prayer;

Remember God's Word

"Jesus is the Anchor of my Soul." Hebrews 9:16



The Diocese of
Southwark


ROYAL borough of
GREENWICH

Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18). We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers to best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 9:16).

Bishop John Robinson CofE Primary School aims to develop every child intellectually, creatively, physically, emotionally, socially, morally and spiritually in a happy and safe environment. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Aims

The school will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

1. To improve the overall percentage of pupils at school
2. To make attendance and punctuality a priority.
3. To provide support, advice and guidance to parents and pupils.
4. To develop a systematic approach to gathering and analysing attendance related data.
5. To further develop positive and consistent communication between home and school.
6. To implement a system of rewards.
7. To promote effective partnerships with the Attendance Advisory Officer and with other services and agencies.

Good Attendance

A pupil may be said to be achieving satisfactory or good attendance if their record shows they are achieving 96% or over. However the aim for each child is always 100%.

Systems to promote good attendance

All teachers will take the register promptly before 9:05am and 1:30pm. At the induction interview, before the child enters school, the Headteacher advises the parent of the registration requirements set out in the home school agreement. Letters, certificates and postcards home to parents may acknowledge significant improvement in class or individual performance.

Systems to address unsatisfactory attendance

- Parents must contact the school to inform the office about absence before 9am.
- If a child is not marked present in the register without any known authorised reason, a telephone call will be made home to request a reason for the absence and the school will request a follow up letter / reason for absence form from the parent or carer.
- Where a child is continually absent without a known reason an individual letter will be written to the parent/carers. If appropriate, a meeting will be requested.
- Referrals may be made to the Attendance Advisory Officer.
- Reward systems and targets are in place for excellent attendance.

Each instance must be judged on its own merits and it is the school's policy to take account of individual circumstances in adopting an approach to improve attendance and punctuality.

Authorised and unauthorised absence

- Only the Headteacher can authorise absence.
- Office staff will note at the end of a week whether there are reasons given for absence and, if there are none, write a letter to the parent asking for explanation.
- If there are suspicions about the reasons given for an absence, these are investigated further and left unauthorised until the matter has been clarified to the satisfaction of the Headteacher.

Lateness

- Children arriving after 9:05am will be recorded as late.
- Teachers will complete the electronic register at 9:05am and any child arriving after this time will need to report to the office and will be marked with an unauthorised absence for that morning.

- Pupils with **two or more** lates per week will receive a letter home. Continual lateness will result in referral to the Attendance Advisory Officer.

Authorised Absences

- Absences cannot be authorised after the absence has begun. Only the Headteacher can authorise absences. The Headteacher will only authorise the absence if there is an exceptional reason.
- The Headteacher must take in to account a criteria relating to the child's attendance and previous absences taken.
- No child in Year 2 or Year 6 will be given authorised absence during the period of SATS except in exceptional circumstances.
- All absences must be applied for on a form obtainable from the school office in advance, and the reason for taking the absence in school time must be given.

Attendance Advisory Officer

The Attendance Advisory Officer (AAO) gives advice to the school as allocated by the borough service. He / She works with the Headteacher and Attendance Co-Ordinator. The aim is to work in partnership with parents to resolve problems quickly and effectively. The AAO will also have oversight to see that the registers are maintained in accordance with legislation.

Attendance Co-Ordinator

- Will monitor the effective record keeping in the registers.
- Will work in partnership with parents to encourage maximum attendance and punctuality.
- Will identify those children who are a cause for concern.
- Will oversee the authorisation of absence.
- Will refer appropriate cases to the Attendance Advisory Officer.
- Will, at the end of each term, present a certificate to those pupils who have achieved 100% attendance.
- The Headteacher will report to the Governors through the Headteacher's report.

The Class Teacher

- Will take the electronic class register each registration session.
- Will register pupils at the beginning of the morning and at the beginning of the afternoon session.
- Will send notes of absence to the school office.
- Will take the register at the fire assembly place in the event of an evacuation.
- Will ensure that a child returning after a period of absence is appropriately reintegrated into the work that the class is doing.
- Will ensure, when appropriate, that work is available for absent pupils via online learning platforms.

The Office Manager / Fire Marshall

- Will ensure the fire registers reach the teachers at the fire assembly point in the case of an emergency evacuation
- Will add or deduct a child from the class roll.

The Parent of every child

- Will enable the child to attend school in time for morning registration.
- Will inform the school on the first day of absence.
- Will inform the school **in writing** of any absences on the child's return to school.

- Will ensure the child attends unless there is a genuine reason for absence.
- Will endeavour to make appointments with doctors, dentists which cause the least disruption to their child's education.
- Will apply for unavoidable absences on the forms provided.

Parents are requested to provide written evidence for absence even when a telephone call has been previously made.

Truancy

- If a child truants from the school site after having come onto the school premises the parent will be informed. The police will also be informed giving a description.

Removal of a child's name from the register

A child will not be said to be off roll until

- The next school has contacted Bishop John Robinson to say that the child has begun.
- Six weeks have elapsed with no indication of whereabouts and the school has made an attempt to contact the home and the Attendance Advisory Officer.
- The parent has stated the intention to move the child to another country.

Success Criteria

This policy will be deemed successful if the procedures are followed correctly and the issues dealt with appropriately. Above all, it will be successful if all children attending Bishop John Robinson School receive a suitable education through regular attendance and punctuality.

Update and Review

This policy was updated in November 2020

It is due for review in Autumn 2021.