

Our Targets

Jericho Primary School strives to improve attendance figures after the COVID recovery period. .

Our ambitious attendance target for 2023/24 is 97%

Our stretch target for 2023/24 is 97.5%.

To help us achieve our targets, we will reward good attendance on a weekly/termly and yearly basis.

Lateness

If a child is late they must enter by the main entrance. Where they must be signed in.

It is to be expected that very occasionally a child may be late for a genuine reason. The concern is in regard to any consistent late arrivals (where there is no avoidable reason). If there are children who fall into this category then the following procedure takes place:

1. Child is reminded by class teacher of the importance of punctual attendance
2. Parent is reminded by class teacher and office staff of the importance of punctual attendance (we will try to ascertain reason for lateness, circumstances, support strategies etc)
3. Attendance Officer (Laura Ball) is informed by teacher of persisting problem and use information recorded as a source of evidence.
4. Attendance administrator contacts parent informally (usually by phone) to discuss/ascertain reason for continued lateness
5. Formal written letter from Attendance Officer will be sent to the parent
6. A panel meeting may be requested if there is no improvement in the incidences of late arrival.

Each stage is only reached if there has been no improvement after the previous intervention.

Safeguarding

The Law relating to safeguarding; Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Holidays in term time

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).

Amendments to the regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. We define 'exceptional circumstances' as an event or problem you did not expect.**

Parents will need to complete a leave of absence form which can be obtained from the main office outlining the 'exceptional circumstances', if requesting leave of absence. Please refer to our Attendance policy and procedures for further information.

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Attendance Policy



This policy should be read in conjunction with the Safeguarding and Child Protection Policy.

Persons responsible for writing the policy, the Head Teacher, Mr James Blackwell, and Assistant Head Teacher– Laura Ball

Governors with responsibility for attendance:
Mr Gary Gregg

To be reviewed Jan 2024

Attendance Officer-
Mrs Laura Ball
Attendance administration :
Mrs Sarah Spires
Contact 01946 514545

E-mail admin@jericho.cumbria.sch.uk

Attendance Policy

Our Mission Statement

- Ensure the safeguarding, child protection and welfare of all pupils.
- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve an attendance for all children that is in line with National Average, apart from those with chronic health issues.
- Currently the National Average is **90.5%**
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Access & Inclusion Team so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.
- Provide effective strategies for early intervention to ensure pupils are not deprived of their educational opportunities through non-attendance or lateness.

The Legal Framework

The Law relating to attendance;

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

- (a) to age, ability and aptitude and
 - (b) to any special educational needs he/ she may have
- Either by regular attendance at school or otherwise'

Our Obligation

- We will mark the registers daily between 8.50am and 9.00am then 12.30pm for KS 1 and 1pm for KS 2.
- Information from the registers will be entered into the school's information management system so we can check attendance.
- We will close attendance registers at 9 am.
- The Attendance administrator will telephone parents/ carers to ascertain reasons for non-attendance. This will be followed by a parent mail message asking for contact to be made. We will continue to try to contact via telephone until 10.30 am. If we still have no reasoning for absence a home visit will be carried out in accordance with our first day response procedure.
- We will report attendance figures to parents on a termly basis via letter. This will advise of any monitoring period.
- Overall attendance figures will be shared with the children in assembly and at Full Governing Body meetings.
- We will track attendance figures as well as persistent lateness. We will host attendance panel meetings in order to provide support or Early Help to families.
- We will award a cup and certificate to the class with the highest weekly attendance. They will enjoy an extended playtime.
- We will award pupils with a certificate for 100% attendance in a term.
- All staff will follow our attendance policy and procedures, actively encouraging school attendance.
- To adhere to the Children's services school enforcement policy and DFE School attendance statutory guidance and departmental advice.

Your Obligation

- Ensure your child attends school regularly.
- Report your child's absence before 8.45am; in person, by telephone or by using our Jericho Primary School parent mail app. You can also email:

admin@jericho.cumbria.sch.uk
- Ensure your child is not late for school. Doors are opened at 8:45 am and are closed at 8.50 am.
- Avoid taking holidays during term time. These will not be authorised except in exceptional circumstances.
- Avoid taking your child out of school for non-urgent matters.
- Ensure that medical appointments cause the minimum of disruption and are scheduled outside school hours where possible.
- Do not allow your child to be absent for a whole day when their medical appointment is

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