



## Ayios Nikolaos Attendance Policy

Review Date: June 2018

Date of Next Review: June 2019

**Head Teacher: Mrs Sarah Baillie**

### 1. Every Child Matters

- ANPS 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 including After School Activities every Tuesday.

### 2. School's commitment to improving attendance

- Ayios Nikolaos Primary 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.
- We 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 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 Ayios Nikolaos Primary 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.

### 3. Planning, policy and procedures

School will ensure that:

- The school attendance policy leads to high standards and expectations
- The Headteacher has responsibility regarding attendance matters
- ANPS has set a challenging but realistic target for 13- 14 for absence to be below 3% overall as in 2012-13
- Staff attendance procedures and responsibilities are clearly defined

- Parental responsibilities and procedures are clearly set out in a school leaflet and new parents to the school sign up to this as part of the home/school agreement
- An improving/maintaining attendance and deterring absence action strategy is in place

#### **4. Effective monitoring and data analysis**

School will ensure that:

- There are robust systems in place to track attendance.
- Data is presented proactively to staff, parents, SGCs and pupils to raise awareness
- Attendance data identifies individuals, groups and trends
- Unauthorised absence is profiled separately

#### **5. Communication systems are in place**

School will ensure that:

- Parents/carers are contacted on the first day of unexplained absence
- Agreed home-school written contact processes are adhered to
- Parent contact numbers are reviewed and updated regularly Early school-parent meetings take place if problems arise
- All Parents receive the Cyprus Schools Attendance leaflet as part of induction procedures at the School
- There are regular updates in the weekly newsletter to remind parents of expectations regarding attendance

#### **6. Effective whole-school behaviour/bullying policies**

School will ensure that:

- Attendance, behaviour and anti-bullying policies are integrated effectively
- Positive action is taken to tackle bullying and to support attendance of those experiencing bullying

#### **7. Individual case management**

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 unauthorised absence that involves staff, support agencies and managers
- Clear agreed action plans are in place for each child
- Cases are monitored weekly to review effectiveness of action taken
- All cases are reviewed half-termly and joint working plans revised

#### **8. Vulnerable pupils**

School will ensure that:

- Pupil tracking and monitoring links efficiently to child protection systems
- The attendance of any pupils returning from exclusion is monitored and supported
- Any possible unidentified SEN links are reviewed if attendance problems occur
- Any pupil at risk of failure through long term disaffection is supported via a Pastoral Support Programme

#### **9. Relationships with other agencies**

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

## **10. Curriculum**

School will ensure that:

- Attendance and punctuality are included in curriculum work eg through writing poems, plays and stories, the use of drama
- Through circle times the children are encouraged to Listen and share – feelings, worries and concerns.
- There is opportunity to explore consequences of absence or lateness, find solutions and to help each other

## **11. Peer support**

- School has a good buddy system in place to support new children in the School. There is an embedded system for new children to the school and regular meetings with the School Council (Pupil Voice)

## **12. Assemblies**

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

## **13. Role models**

School will ensure that:

- All staff model good attendance and punctuality
- Positive relationships are promoted between all in the school community
- ‘Special visitors’ explain roles and issues, for example: RMP, SSW, Padre

## **14. Celebrations and rewards**

- Ayios Nikolaos Primary School gives out attendance awards at the end of each term to promote and celebrate good attendance.

## **15. Developing children’s social, emotional and behavioural skills**

School uses the Primary National Strategy’s Excellence and Enjoyment: Social and Emotional Aspects of Learning as part of the PSHE curriculum and for weekly assemblies. These materials cover attendance-related issues such as motivation for learning, friendships, bullying and coping with transition and change.

## **16. Parents/carers, pupils and school policy**

School will ensure that:

- Parents/carers and pupils involved in developing/reviewing the attendance policy
- Pupils and parents/carers are consulted on attendance/punctuality barriers and supported to find solutions
- Parents/carers and pupils are informed of and consulted on improvement strategies

## **17. Effective communications**

- 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 and parent assemblies regularly feature attendance issues
- Creative home-schools letters reinforce key messages

## **18. Guidance and access to support School:**

- 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
- There are clear referral routes to the UWO/SSW and other support services

## **19. Celebrations and rewards**

School will ensure that:

- Attendance and achievements are celebrated and accredited
- Parents'/carers' as well as pupils' efforts are acknowledged
- Even difficult attendance and punctuality messages are always phrased positively
- All efforts to improve are acknowledged

## **20. Role models**

School will ensure that:

- The school provides a consistent, safe and welcoming environment
- Health issues, including diet, are actively promoted.
- Every effort is made to avoid school closure days in the middle of the week; closures are co-ordinated with neighbouring schools that share communities
- Staff provide strong attendance and punctuality role models
- Staff are active in promoting attendance

## **21. Evaluating success**

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.

## **22. School attendance**

Following changes in UK legislation parents have been made aware that the headteacher is no longer able to authorise holidays taken in term time unless the holiday is due to exceptional circumstances – for example, Post Operational Leave.