**Attendance Policy-school level appendix for Highampton Primary School**

*This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.*

This appendix draws from and must be read in conjunction with the [Trust Attendance Policy](https://www.dartmoormat.org.uk/policies-and-documents.html), DFE [Guidance working together to improve school](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) attendance and [Summary table of responsibilities for school attendance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf).

Attendance is everyone’s business, and everyone involved with the care of children is equally responsible for ensuring children’s attendance. This means schools, LAs, social care, NHS workers and community partners all have a responsibility to see the child in school every day, and to wrap support around that child. All partners should make children’s attendance a top priority Every child should be in school every day, supported and ready to learn. Every child has the right to a fantastic education (Dame Rachel de Souza, Children’s commissioner for England). We encourage and assist all pupils to achieve excellent levels of attendance and punctuality so that they are able to access the curriculum and take full advantage of the opportunities available to them.

# 1.Contact details

1.4 The name and contact details of the senior leader responsible for strategic approach to attendance is Jo Luxford.

The name and contact details of school staff who pupils and parents should contact about attendance on a day to day basis is Emily Stevenson on 01409 231339 or at admin@highamptonprimary.org.uk.

The name and contact details of school staff who pupils and parents should contact for more detailed support with attendance is Jo Luxford.

# 2. Managing Attendance: day to day processes

2.1 The start of the school day is 9.00am. Pupil are expected to arrive at the school site between 8.45am and 9.00am. The register opens at 8.50am and closes at 9.00am. Pupils arriving after registration opens but before registration closes are deemed as late *‘before registration closes’*. Pupils arriving after registration closes are considered ‘*late* *after registration has closed’*. They will lose their mark for the whole session and the absence is recorded as ‘unauthorised’. The school day ends at 3.15pm.

2.2 Parents are expected to inform the school by 8.50am if their child is absent by emailing/text/telephone giving the reason for absence.

# 3.How the school is promoting and incentivising good attendance

3.1 Attendance display to promote positive messages to parents/ carers.

3.2 Attendance published fortnightly in parent/ community newsletter.

3.3 Attendance shared with parents every three weeks via Email