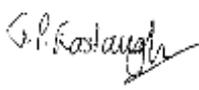
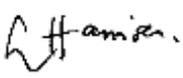
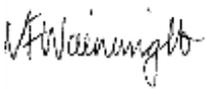




**St Mary Magdalene C of E School
with
Christ Church C of E Primary School**

ATTENDANCE POLICY

This policy was:	Written in	September 2015	
	Updated in	May 2018	
	Review date	May 2019	
	Approved by	Dr P Gregory	Mrs J Eastaugh
		Co-Chairs of Governors	
			
		Mrs C Harrison	Mrs V Wainwright
		Federation Co-Headteachers	
			

Aims:

It is the intention of this school to offer a high quality education for each of its pupils. For this to take place it is the responsibility of all parents/carers to ensure punctual arrival for the start of the school day and collection at the end.

	Christ Church	St Mary Magdalene Woolwich	St Mary Magdalene Greenwich Peninsula	St Mary Magdalene Secondary Phase
School Start time	9:00am	8:50am	8:50am	9.00am
School end time	3:20pm	3:15pm	3:15am	3.30pm

Procedures for improving attendance:

- The Home School Link Worker/Office Staff will contact parents by 9.45am if they haven't already informed the school office of their child's absence.
- The School Office has a series of letter proformas to use in the appropriate circumstance.
- The Home School Link Worker regularly liaises with the headteachers/site leader to update them of any pupils causing concern.
- School Administration Officer enters all attendance data onto the school's SIMS system, which is used for data analysis, and attendance reports.
- The school works very closely with the Attendance Advisory Service and is visited by an officer every month. Parents who have not followed the school's attendance guide are then referred to the AAO (Attendance Advisory Officer) if attendance continues to be poor. The Home School Link Worker and School Administration Officer will meet with the AAO to discuss further action
- Mrs Harrison and Mrs Wainwright, the Federation Co-Headteachers, issue 100% attendance and punctuality certificates at the end of each school term. Alongside this, the Administration Office arranges for the names of all pupils with perfect termly attendance and punctuality to be put in a draw. The names are drawn for a 1st, 2nd and 3rd prize which are vouchers to spend at a local shop.
- Pupils achieving 100% attendance for the entire school year receive a special certificate and prize. There is also a draw to win a gift voucher.

DFE & Governor Monitoring

The school complies with the requirement to complete the DFE Attendance Monitoring form each term. This form is completed by the Headteachers. Attendance data is also sent to the LA's Standards and Strategy team and Attendance Advisory Service.

Each term's Headteacher's report to Governors contains an update of the attendance statistics within the school for that term.

Authorised Absences

Absence will only be authorised for educational or medical reasons. Mrs Harrison, Mrs Wainwright and in their absence, the Site Leaders, will authorise absences in accordance with professional judgement and the requirements of the law. Family holidays will not be

authorised unless they are requested in writing and show there are special family circumstances which prevent the holiday being taken during the school holidays.

Lateness

All pupils arriving after the official start time will be required to go to the school office to inform the School Administration Officer of their arrival. This will be also marked in the register. If the lateness persists a letter will be sent home and the Home School Link Worker will arrange a meeting with the family.

Pupils are allowed on the premises twenty minutes before school starts. If the weather is wet, pupils come into the building. When it is dry they stay out in the playground.

All pupils need to be collected promptly at the end of the school day. This might be a later time if the pupil attends an after school club. Persistent offenders would be subject to the following procedures which have been agreed by the governors.

- Fines
- Referral to social services

If we are unable to contact parents/carers and the pupil is not collected, social services would be contacted.

Registers

These are completed using the symbols set by the Local Authority that are clearly shown in the register. The Home School Link Worker and School Administration Officer will monitor these to ensure they are completed regularly.

Targets

We set an Attendance Target for the school every year of 96%.

National average 2016/17 = 95.6% (Primary), 94.1% (Secondary), 94.9% (All Schools)

This is set annually with the School's Improvement Partner and reported to the Governors.