



# **Stella Maris School**

## **School Attendance Policy**

Updated: Sept. 2025  
Review Date: Sept. 2026

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*

## **ATTENDANCE POLICY**

We know that all pupils benefit from very good school attendance. Staff, pupil and parents/carers need to work together to enable this. Any problems with attendance need to be identified and acted upon as quickly as possible. Our aim is to facilitate pupils regular and sustained attendance at school, so that they can achieve their full learning potential.

**It is a legal duty of those with parental responsibility to ensure their child’s regular attendance at school.**

### **Responsibilities**

School will ensure:

- Regular, efficient and accurate recording of attendance
- Early contact with parent / carer when a pupil fails to attend school – unless a good reason has already been provided
- Prompt and confidential action on any identified problems
- Rewards to promote good / improved attendance

We expect parents / carers to ensure:

- Their child attends school
- They contact school on the first day of their child’s absence, advising of reason for absence
- Their child arrives at school punctually
- Their child is appropriately dressed and equipped for the day

We expect that pupils:

- Attend school regularly
- Arrive on time
- Are prepared for learning
- Talk to members of staff if they have any problems which may affect their attendance or learning

### **Monitoring Attendance**

Encouraging and monitoring attendance is an integral part of the pastoral duties of each class teacher. They have primary responsibility for monitoring the attendance of pupils in their class, for collecting notes explaining absences, for discussing attendance with parents/carers and for maintaining an accurate register. It is expected that a parent will ring the school office before 10 am on the first morning of an absence to notify the school of their child's absence. The office administrators pass on this information to the class teacher so the correct entry can be made in the class attendance register.

It is also expected that daily communication is made with the school when a child is absent unless the illness is likely to be more protracted in which case regular updates are provided to the Headteacher by email.

A standard form outlining reasons for absence needs to be completed by parents/carers when a child returns to school if other written or electronic evidence has not been forwarded to the school. Parents are aware that a phone call does not replace the necessity of completing this form.

Any planned absence, which has been requested and granted will be recorded in the school diary so teachers are aware if a child will not be in school for whatever reason and the correct symbol is then used in the class attendance register on that day.

If a teacher has concerns about a pupil's attendance, these should be discussed with the Headteacher.

### **Tackling Lateness and Lack of Punctuality**

Registers are checked by the school office and monitored by the Headteacher on a weekly basis. As part of this check, pupils who are regularly late will be identified and next steps taken. In the first instance the class teacher will engage with a parent reminding them of their parental obligation to ensure that their child attends school on time and to inform the school of any absence following the protocols of the school and the procedures set down in this Attendance Policy. If there is no improvement a meeting to discuss the matter with the parents will be requested by the Headteacher. Attendance and punctuality data is recorded on each pupil's academic report to demonstrate to parents the importance that we attach to this aspect of a child's development.

### **Truancy**

If truancy is identified action is taken immediately to contact parents / carers, investigate the causes and referral to ESW if the problems continue.

### **Next Steps**

If attendance and / or punctuality improve, this will be recognised by school and no further action will be taken.

If there is no improvement parents/ carers will be invited into school to discuss ways to support their child to attend regularly.

Further advice and support about monitoring and managing concerns may be sought from the schools Educational Social Worker (ESW).

If there is no improvement in a pupil's attendance, then referral to the ESW may be appropriate. The Headteacher will prioritise the list of pupils to be referred in consultation with other staff. Regular register checks of absentees below a predetermined attendance rate (95%) are carried out by the Headteacher termly and action will be taken. This information is circulated to staff.

A referral is completed for each referred pupil and copy given to the ESW.

Should meetings between the ESW and Headteacher be required the purpose of these meetings is to:

- Monitor attendance
- Discuss referrals
- Discuss and agree on necessary action to referrals
- Report on home visits and outcomes of intervention

Where attendance continues to be unsatisfactory, the ESW Service and school will undertake a more intensive period of intervention, with a view to supporting the family to improve attendance. If this action fails, the Local Education Authority Attendance Procedure may be invoked.

### **Rewarding regular and improved Attendance**

**Weekly**- Attendance is discussed at our weekly assemblies and class teachers report on the attendance during the week. Merit marks are given out for good attendance.

**Termly**- Children are rewarded during an end of term assembly for 100% attendance and children who manage to achieve full attendance all year will receive a certificate at the end of the year in our Summer Leaving Assembly.

The effectiveness of this Attendance Policy will be monitored by the Headteacher with regular reports being sent to the Trustees. Attendance statistics are collated on a termly basis to give specific point in time evidence for attendance across Key Stages and individual classes in school.