**Attendance Policy-school level appendix Milton Abbot 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).

# 1.Contact details

The senior leader responsible for strategic approach to attendance is Lisa Paton-interim Headteacher 01822 870273 lpaton@dmatschools.org.uk

The member of school staff who parents should contact about attendance on a day-to-day basis is Emily Jinman, School administrator 01822 870273 admin@miltonabbot.devon.sch.uk

The member of school staff who parents should contact for more detailed support with attendance is Lisa Paton-Interim Headteacher 01822 870273 lpaton@dmatschools.org.uk

# 2. Managing Attendance: day to day processes

2.1 The start of the school day is 8:40am.

Pupils are expected to arrive at the school site between 8:40am and 9:00am.

The register opens at 9:00am and closes at 9:20am.

Pupils arriving after registration opens at 9:00am but before registration closes at 9:20am are deemed as late *‘before registration closes’*.

Pupils arriving after registration closes at 9:20am 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 3:20pm

2.2 Parents and carers are expected to inform the school office by 9:30am if their child is absent giving the reason for absence. Parents and carers can inform the school office by telephone (01822870273), if we are unable to answer please leave a message on the voicemail. Alternatively, parents can email admin@miltonabbot.devon.sch.uk. Please do not leave messages regarding absence on Class Dojo.

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

# Our school culture and ethos recognises the importance of attendance. All staff are committed to a positive and encouraging attitude to children’s attendance. Our attendance target is 97% but we hope children can attend 100% of the time in order to get the most out of their education. At Milton Abbot Primary School we also:

* Display attendance achievements and messages in the entrance/reception area.
* Recognise the attendance of each class weekly in Celebration assembly.
* Facilitate regular communication with parents and carers via the school website, newsletters and Class Dojo.
* Have an open door policy should any child, parent and/or family wish to seek help or support with attendance.