Attendance policy

Policy Summary

Ambleside seeks to ensure that all its pupils receive an education which enables them to maximise opportunities to reach his or her full potential.

Research shows there is evidence of a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress both socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups. Therefore, those pupils will have a positive experience of learning and a more successful transition from Nursery to School and beyond.

Ambleside aims to work in partnership with parents and other agencies to strive towards every child reaching their full potential and to ensure that each child can get the best out of the educational opportunities provided. By working in partnership with parents and other agencies, we can ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all pupils at Ambleside.

To manage and promote regular attendance Ambleside will:

• Build positive relationships between home and school. (the link between attendance, attainment and wider wellbeing will be discussed with parents).

• Utilise attendance data, analysing patterns and trends to target attendance and punctuality improvement across pupil cohorts or individual pupils, to reduce persistent or severe absence from school.

• Account for and consider the specific needs of pupils and their families where there may be other barriers to attendance (medical conditions or special educational needs and disabilities) and provide support to overcome these barriers. (e.g. Early Help or other wider partners)

• Follow Public Health guidance should any local lockdowns or outbreaks in school occur.

• Monitor individual pupils' attendance and notify parents when we are worried about their child's attendance by following the procedure below.

• Report to parents how their child is achieving in school and how their child's attendance is impacting on this via regular parent evenings.

• Support pupils back into school following a length or unavoidable period of absence and provide support to build confidence and bridge gaps.

• Colleagues from the school office will contact parents by 9:30 am on the first day of any unexplained absence. Should the situation remain unresolved, the Designated Safeguarding Lead will be informed. The school will continue to communicate with the parents until contact is made. If necessary the emergency contact will be approached. If unsuccessful, the appropriate Local Authority will be alerted.

• The school will build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.

The school will continue to develop and maintain a whole school culture that promotes the benefits of good attendance. Should the school have any concerns regarding attendance, it will seek advice, guidance and support from external agencies, including school counselling and Local Authority. School will be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and will provide them with additional support.

All staff undertake Child Protection/Safeguarding and Keeping Children Safe in Education training, to be alert to implications of attendance concerns including patterns of extended and short-term intermittent absence.

Attendance data analysed will consider the individual contracts chosen for children, those with a stretched contract will not be expected to attend throughout the year with planned absence for leave.

Governing body to oversee Attendance work, Attendance governor will carry out termly audits and feedback to the FGB.

Attendance will be agenda item on both Curriculum and Inclusion and Full Governing body meetings.

To manage and promote the regular attendance of their children, parents will:

• Understand their responsibility to keep the school up to date with at least 2 emergency contact details as required by the Children Missing Education requirements and in line with the Keeping Children Safe in Education guidance 2026.

• Establish effective communication with Ambleside and swiftly address any worries their children may have about coming to school so that we can work together to resolve this.

• Report absences, appointments via the school office or on the Famly app.

• Contact the school on the first day of absence to inform school of the reason and when the child is expected to return. Keep school informed if the absence is likely to continue

Pupils arriving after drop off time 9am and 1pm, should report to the reception office so that they can be marked as on site and present. Where ever possible we ask that children arrive on time for their sessions so that they will not miss group times/story time.

Absences

Parents are expected to inform school of the reason for absences, while nursery education is non-statuary regular attendance supports children's welfare and wellbeing as well as their academic progress.

Safeguarding

Safeguarding children is everyone's responsibility. The Attendance Policy has a direct link to child protection and safeguarding policy.

Designated Safeguarding Leads-

- Kerrie Clifford
- Julie Dix
- Shannon Kiely
- Trudie Haynes