



## **POLICY FOR ATTENDANCE**

### **AIMS**

This policy aims to promote a high level of attendance for all our pupils and thus ensure that they benefit fully from the educational opportunities available. It will enable the school to record and monitor attendance in line with legislation and lay down clear procedures for recording and following up absence, whilst rewarding good attendance.

### **PRINCIPLES**

- The environment and atmosphere of the school promotes full and regular attendance.
- All staff are actively involved in the promotion of full attendance through encouragement, monitoring and reporting.
- All staff are fully aware of their role and responsibility in the promotion of full attendance.
- Parents are made aware of the importance of full attendance and punctuality and the school's expectations in relation to these.
- Parents are made aware of the school's procedures for returning to school following absence or lateness and notification requirements on these occasions. This includes the procedures for applying for leave of absence.
- Parents are informed of their legal responsibilities for ensuring full attendance of their children and the difference between authorised and unauthorised absence
- Support in dealing with cases of persistent non attendance and lateness is available from the Education Welfare Service
- Levels of attendance will be monitored and reported on in line with legal requirements.

### **PROCEDURES FOR REGISTRATION**

Each class will be registered twice a day, at the start of the morning and afternoon sessions. Each pupil will be marked as present, absent or late during the registration period in line with guidance in staff files. The registers should be completed electronically in each classroom at 8.50am and 1pm each day.

### **AUTHORISED AND UNAUTHORISED ABSENCE**

A child's absence will be regarded as unauthorised until the school office has been informed of the reason for the absence. Once the reason has been given it is for the school to decide whether the absence is authorised or unauthorised. In general an absence is regarded as authorised when it is for one of the following reasons:

- Sickness or some unavoidable cause
- Religious observance (maximum of 2 days in each school year)
- Leave of absence has been granted
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Leave of absence may be granted by the head teacher for:

- The death of a close family member
- Attendance at dental or medical appointments which cannot be arranged out of school hours (appointment card/letter required)
- Attendance at an off site unit or educational establishment
- Taking part in a performance licensed by the LEA

Whenever possible parents should avoid making medical appointments during school hours.

**The school will not authorise family holidays taken during term time even if this it to visit elderly relatives abroad, these visits must be arranged within the holidays.**

## **PERSISTENT LATENESS OR NON-ATTENDANCE**

Any absence for which the school has not been notified will be followed up by telephone on the first day of absence as close as possible to the start of the school day.

The school employs its own EWO, Mrs Lesley Hole, who has responsibility for monitoring attendance of all pupils and for following up any concerns.

For all pupils the minimum expected attendance is 95%. Where there is a concern about a pupil's attendance parents will be informed in writing. Where the attendance of any pupil falls below 90% parents may be invited to a meeting, if attendance doesn't improve they may be set targets which will be closely monitored.

Where a pupil has any number of unauthorised absences a letter will be sent to the parent/carer by the head teacher.

Pupils who have unauthorised absence due to family holidays will be referred to the Education Welfare service at the Local Authority. It is likely that the EWS will issue a Fixed Penalty Notice warning letter on the first occasion, any further unauthorised absence will be likely to result in the issuing of a Fixed Penalty Notice.

Further information regarding the use of Fixed Penalty Notices is available on request from the school. Punctuality of pupils will also be monitored and where children persistently arrive late for school will be initially be informed in writing and may be invited into school for a meeting with our EWO. Similar procedures to those for absence will be followed.

Any pupil who does not attend school for a four week period will usually be removed from the school roll and will not have their place held open.

## **PROMOTING FULL ATTENDANCE AND PUNCTUALITY**

Each week the class with the highest attendance is announced in Monday Assembly. The KS1 class with the highest attendance is awarded the attendance teddy and in KS2 an attendance trophy is awarded. At the end of term children who have records of full attendance and excellent punctuality will be recognised with the presentation of certificates. Children whose records show full and punctual attendance for a full academic year will be presented with a certificate.

## **ROLES AND RESPONSIBILITIES**

### **The Governors are responsible for seeing that:**

- registers are properly kept
- the school follows the LA policy for attendance
- attendance data is presented at governing body meetings
- legal requirements to publish data are met
- the school is supported in developing strategies to improve attendance.

### **The Head Teacher and Deputy Head Teacher will:**

- Co-ordinate attendance issues
- Compile attendance data for publication
- Liaise with outside agencies ie: EWO

### **The School's EWO will:**

- Monitor attendance of pupils on a weekly basis
- Prepare letters for parents where attendance and/or punctuality are a concern
- Meet with parents/carers as necessary
- Set targets for parents to improve attendance where there is cause for concern
- Prepare paperwork for the LA where attendance issues persist or unauthorised leave is taken.

### **Class teachers are responsible for:**

- Marking registers each session
- alerting the head/deputy to any patterns of absence or lateness
- liaising with the school administration/welfare staff
- recording information received from parents/carers on sheets placed in registers (see appendix 1)

**The School Administration Assistant is responsible for:**

- passing information received from parents/carers to class teachers
- recording information received in the attendance book
- processing completed class registers at the start of each session
- following up first day of absence by telephone

**Parents and Carers are responsible for ensuring that children receive an effective education and, if this is to be in school, that:**

- pupils attend school regularly
- pupils arrive at school, and are collected at the end of the day, punctually
- they inform the school of the reason for absence in advance of, or on, the first day of absence
- when pupils arrive late they are signed in at the school office and, if they need to collect them before the end of the school day, they sign them out at the office
- if necessary to apply to the Head Teacher for leave of absence using the appropriate form (see appendix 2) in advance of the absence.

**The LA Education Welfare Officer is responsible for:**

- maintaining regular contact with the school
- liaising between home and school on matters relating to attendance and pupil welfare
- following up referrals from school
- advising school on matters relating to attendance