



Attendance Policy

Signed Chair of Governors following approval by Governing Body:

S.P. Smith

Date: 16th March 2015

Date next review due: March 2018

Person/Committee responsible for review: Safeguarding Committee

Our school is committed to the principles in our Statement of Intent document. We believe good school attendance is vital (good being 95% or over). In order to achieve this we will take appropriate action to try to ensure that all pupils achieve good attendance and that any problems which may affect this are acted on as quickly as possible. Where attendance becomes a cause for concern we will take appropriate action.

It is the responsibility of parents/carers to ensure that their children attend school as required by the law (section 7 1996 Education Act).

We aim to ensure that:

- o All pupils have an equal right, and access, to an education in accordance with the National Curriculum.
- o No pupils will be deprived of their education opportunities by their own absence or lateness, or that of other pupils.

We believe that:

- o The majority of our pupils want to attend school in order to learn, to socialise and to develop their sense of well-being as they grow towards the next stage of their education.
- o Occasionally, pupils and their parents may need support in order to meet their attendance obligations and responsibilities.

We expect that all our pupils will:

- o Attend school regularly. Good attendance being 95% and above.
- o Arrive on time, by 9.00 am. and be appropriately prepared for the day.

We expect that all parents/carers will:

- o Fulfil their legal responsibility and ensure that their child/ren attends school.
- o Contact school as soon as possible if their child is unable to attend either by phone or in person **on the first day of absence.**
- o Keep us informed about their child's absence, particularly if it lasts into a second week.
- o Inform a member of staff of any reason or problem that may hinder their child from attending school.
- o Endeavour to keep health appointments out of school hours if at all possible.
- o Seek permission from the school for any leave of absence. The Head teacher has the right to refuse authorised absence in accordance with LEA guidelines and government directives.
- o Book holidays outside of term time. Permission cannot be given for children to be taken out of school for family holidays. There may be exceptional circumstances which require parents/carers to seek permission for absence in term time. If permission is sought then each case will be considered individually.

Parents and children can expect the following of the school:

- o Regular, efficient and accurate records of attendance.
- o Early contact from a member of staff if a pupil is absent without explanation.
- o Action on any attendance problem notified to the school.
- o Referral of any attendance issues to appropriate supporting agencies.

We encourage attendance by:

- o Making school a fun, exciting, supportive place to be and learn.
- o Promoting the importance of regular, prompt attendance.
- o Setting targets for improved attendance where there may be a particular need to do so.
- o Completing attendance registers by 9.15am and 1.15pm, attendance after the registers have closed being noted as late and counted as an unauthorised absence unless school has been informed of mitigating circumstances.

- o Publishing attendance figures.
- o Rewarding 100% attendance with a certificate at the end of the year when parents are attending the end of year concert.

We respond to non-attendance by:

- o Contacting parents/carers by telephone on the first day of absence if no reason has been received.
- o Following up a 'no response' to the first day enquiry by a second day telephone call. (If this second enquiry results in no response then parents/carers will receive a letter of enquiry from school.)
- o Inviting parents/carers to a meeting at school to discuss attendance, should the need arise.

Where there is still no response to school intervention and where absence or pattern of absence has persisted without adequate explanation the school will refer to the Children's Services Inclusion and Attendance Team.