



SCHOOL ATTENDANCE POLICY

ARK Atwood ATTENDANCE POLICY Date: April 2016

1. INTRODUCTION

Why do we need a policy?

“Our school” fully recognises its responsibilities to ensure pupils are in school and on time and therefore having access to learning for the maximum number of days and hours. Every lesson counts!

Who does the policy apply to?

Our policy applies to all children and young people registered at this school and is therefore shared with parents/carers and pupils on admission to the school.

In law compulsory school age applies to all children from the start of the term commencing on or after the child's 5th birthday, until the last Friday in June during the academic year that the young person becomes 16.

How has the policy been developed?

It has been underpinned by the principles established in the relevant Children Acts, Education Acts, Regulations and Guidance from both the DfES and the Local Authority.

What does the policy do?

Although parents have the legal responsibility for ensuring their child's attendance, the governors and staff at this school will work together with other professionals and agencies to ensure pupils are encouraged and supported. Procedures in this policy will ensure that this happens and that children do not slip through the net.

Why is the policy important?

Every day of education and indeed every lesson matters. In the National Curriculum where there is built in progression, children who are persistently late or absent soon get behind with work and then do not understand current lessons when they return. The introduction to a lesson and to the school day is crucial to the child's understanding of their own learning. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn has a knock on effect for their ability to concentrate and for their behaviour. Children who do not understand the lesson will frequently behave inappropriately to cover their inability to engage with the work. Frequent absence has a profound and cumulative effect on achievement.

2. AIMS AND OBJECTIVES

This policy ensures that all staff in our school are fully aware and clear about the actions necessary to promote good attendance.

Raises awareness of attendance and punctuality issues among all staff, parents and pupils.

Ensures that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and on time by setting out their obligation in the school brochure and home school agreement.

Equip children/young people with the skills needed to take responsibility for school attendance and punctuality appropriate to their age and development

Maintain clear effective communication channels on school attendance matters

Develop and implement procedures for identifying, reporting and following up cases of poor attendance and lateness

Support pupils who have been experiencing any difficulties at home or at school which are preventing good attendance

Implement procedures to follow up nonattendance in school

Establish a safe environment which demonstrates that *every child matters* and where children/young people can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

3. PROCEDURES

a) Our School will undertake to follow the procedures set out in this policy below.

To maintain appropriate registration processes

To maintain appropriate attendance data

To communicate clearly the attendance procedure and expectations of the school to all staff, parents and pupils

To have consistent and systematic daily records which give detail of any absence and lateness

To follow up all absences and lateness if parents/carers have not communicated with the school on the first day

To discuss with parents what constitutes authorised and unauthorised absence (only the school can authorise absences, not parents)

To strongly discourage unnecessary absence through holidays taken in term time

To work with parents to improve attendance and punctuality

To refer to the education welfare service any child whose family fails to respond to school initiatives to improve

To report attendance statistics to the DfE and LA as required

The Governing Body understands and will fulfil its responsibilities and may appoint a nominated governor or panel of governors for attendance issues

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All staff should be aware that they must report any attendance or punctuality concerns to Miss Rees in your school.

Advice can be sought from the LA when necessary

If a pupil on the child protection register is absent for two days without explanation their social worker is notified.

If a pupil is in public care (LAC) the carer, social worker and education co-ordinator will be involved appropriately. (see section on LAC)

The process for implementing these procedures in this school are set out below:

The school day starts at 8.30am, the gates are open at 8.25am and registration takes place at 8.40am

- Children arriving after the gates close at 8.40am need to get a Late slip from the school office.
- Children who do not make registration at 8.40am will be marked as late, children arriving after 8.45am will be marked as Late (L) or as an Unauthorised absence according to SLT's discretion (an unusual/ unexpected/ unavoidable event).
- Children attending a medical appointment need to bring an appointment form or complete the school medical form, and hand this to the office.
- Every 2 weeks attendance and punctuality is monitored by Miss Rees. Children with persistent lateness or whose attendance drops below 96.5% will receive a letter from Miss Rees, informing parents the school is concerned. If lateness or absence persists, parents will be asked to come in to meet with Miss Rees to discuss how to improve this. Persistence leads to a second meet with an additional member of SLT and a date in which improvements need to be achieved by (6 weeks). After this Education and Welfare officer involvement will take place.
- To apply for authorised leave please complete an absence request form. This can be provided for by the office and returned there. The head teacher will make this decision.
- If your child is ill please ring the school office to inform them. Please keep the school informed of how your child is doing.
- Each week in celebration assembly children the class with the highest attendance percentage will win the attendance cup. The class with the best punctuality is rewarded with an additional play on the playground apparatus each week.
- At the end of each term the class with the best attendance and punctuality will receive points, the class with the most points receive a class reward.

At the end of the school year there are celebration certificates for children with 100% attendance. Children with 100% attendance will receive a certificate and a £5 book voucher.