

ATTENDANCE POLICY

We know that all pupils benefit from regular school attendance. Staff, pupil and parents / carers need to work together to enable this. Any problems with attendance need to be identified and acted upon as quickly as possible. Our aim is to facilitate pupil's regular and sustained attendance at school, so that they can achieve their full learning potential.

It is the legal duty of those with parental responsibility to ensure their child's regular attendance at school.

Responsibilities

School will ensure:

- Regular, efficient and accurate recording of attendance.
- First day contact with parent / carer when a pupil fails to attend school – unless a good reason has already been provided.
- Prompt and confidential action on any identified problems.
- Rewards to promote good / improved attendance.

We expect parents / carers to ensure:

- Their child attends school.
- They contact school on the first day of their child's absence, advising of reasons for absence. We cannot except verbal messages delivered by siblings.
- Their child arrives at school punctually.
- Their child is appropriately dressed and properly equipped for the day.

We expect that pupils:

- Attend school regularly.
- Arrive on time.
- Are prepared for learning.

Monitoring attendance

Encouraging and monitoring attendance is an integral part of the pastoral duties of each class teacher. They have primary responsibility for monitoring the attendance of pupils in the class, for collecting notes explaining absences, for discussing attendance with parents / carers and for maintaining an accurate register. Office and other support staff record verbal / telephone messages about absence. If a teacher has concerns about a pupil's attendance, these should be discussed with the Headteacher.

Tackling absence

First day of absence: If there has been no contact from home we will make a phone call home (if possible) to confirm the reason for absence and expected date of return to school. *Three day absence:* If a pupil is absent for three days or more, there has been no contact from home and telephone contact cannot be made, then a letter from school will be sent home to confirm the reason for absence and expected date of return to school. This letter will be sent by the office. *Return to school:* If a pupil returns to school and no

reason for absence is given, a follow up letter is sent home. If no reason for absence is given the absence is recorded as **unauthorised** and is recorded on the central system and an entry is made on the child's annual report.

Tackling lateness

Registers are checked regularly by the Education Social Worker. As part of this check, pupils who are regularly late will be identified. A letter will be sent home by school reminding parents / carers of the importance of punctuality.

Truancy

If truancy is identified, action is taken immediately to contact parents / carers, and investigate the causes. A referral is made to the Education Social Worker if the problems continue.

Next steps

If attendance and / or punctuality improve, this will be recognised by school and no further action will be taken .If there is no improvement, parents / carers will be invited into school to discuss ways to support their child to attend regularly. Further advice and support about monitoring and managing concerns may be sought from the school's Education Social Worker (ESW).

If there is no improvement in a pupil's attendance then referral to the ESW may be appropriate. The Headteacher will prioritise the list of pupils to be referred in consultation with other staff. Regular register checks of absentees below a predetermined attendance rate (90%) are carried out by the ESW and action to be taken reported to the Headteacher. This information is circulated to staff. A referral form is completed for each referred pupil and a copy given to the ESW. Meetings between the ESW and headteacher are held regularly. The purpose of the meetings is to:

- Discuss referrals
- Discuss and agree on necessary actions to referrals
- Report on home visits and outcomes of intervention

Where attendance continues to be unsatisfactory, the ESW Service and school will undertake a more intensive period of intervention, with a view to supporting the family to improve attendance.

If this action fails, the Local Education Authority Attendance Procedure may be invoked.