



**Norton Church Of England Primary School**

**SCHOOL ATTENDANCE POLICY**

<b>Doc:</b>	School Attendance	<b>Date Issued:</b>	19/09/16
<b>Version:</b>	5	<b>Agreed by Staff:</b>	19/09/16
<b>Category:</b>	Policy	<b>Agreed by Governors:</b>	19/09/16
<b>Comments:</b>	This Policy is due for review by September 2019		

## AMENDMENT HISTORY

<u>Version</u>	<u>Date Issued</u>	<u>Originator/ Modified by</u>	<u>Reason(s) For Issue/ Re-issue</u>
1	07/02/05	Trevor Hawkes	Reproduced from 2002 doc
2	12/02/09	Tonwen Empson	Reviewed
3	12/2/11	Jane Johnson	Reviewed
4	5/12/12	Jane Johnson	Fully revised document
5	19/09/16	Jane Farren	Reviewed with contact details updated

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## **SCHOOL ATTENDANCE POLICY**

### **BACKGROUND**

Regular attendance at school is vital for pupil achievement. An attendance rate of even 98% means that over 26 teaching days (more than 5 whole weeks) are lost during a child's time at primary school.

Where attendance fails, a pupil's attainment suffers through missed lessons and other learning experiences. Other children in the class may be adversely affected if teaching time is spent covering material missed by an absent pupil.

Opportunities are lost for forming social relationships with peers and this can add to the cycle of non-attendance.

Attendance is an important safeguarding issue. It is not easy to ensure that a child who does not attend is kept safe and failure to attend may be an indicator of wider needs which must be addressed.

We believe that regular attendance is best promoted by positive means.

The school will always contact parents or carers to discuss unexplained absences. We also work closely with the Education Welfare Officer from Gloucestershire County Council.

Legislation means that attendance must be recorded. The attendance rate is one of the criteria used to assess the effectiveness of schools. It is reported to central government as well as the local authority, governors and parents.

### **RECORDING ATTENDANCE**

We follow the statutory requirements of The Education (Pupil Registration) (England) Regulations 2006, as amended. This means that we record the details of all pupils, including temporary and guest pupils. The information recorded includes personal information about the child, as well as the names and contact details of parents and carers. Parents are encouraged to tell us of any changes in these details as soon as they occur.

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Children must be aware that registration is taking place and that it is a key part of the school day.

Registration is taken at both morning and afternoon sessions and completed in black ink. Any corrections must be made so that the original entry and the corrections are clear (no correction fluid should be used). Notes on completion are kept in the front cover of the register and are updated as legislation and guidance requires.

Children who are not in school by 9am will be considered late. Morning registration will close at 9:30am. The office staff will check in any latecomers after that time and the register will be amended at the office.

Registers will be retained for a period of three years. Our registers will contain a copy of any absence letter sent to parents who fail to notify the school of their child's absence and a wallet for absence notes.

## OTHER REGISTRATION POINTS

Children who are sent home during the day due to illness or who leave for a medical/dental appointment should have their name recorded in the absence book in the office. Children returning from appointments must have their name recorded in the absence book.

## MONITORING

Registers are checked weekly and absences monitored by the class teacher, the office and fortnightly by the Head Teacher, who may delegate this duty to a member of the Senior Management Team. Yearly attendance is reported to the Department of Education, Gloucestershire County Council Education Welfare Service, Governors and parents. Attendance information is also contained within the School Profile.

Attendance figures are often used at assemblies and to encourage inter-house competition.

## AUTHORISED ABSENCE

Absences will be authorised when there is good reason, such as illness, or other

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unavoidable causes. It will not normally be necessary to provide a doctor's note. If in doubt about whether authorisation is likely, please discuss the matter with the Head Teacher.

## **FAMILY HOLIDAYS**

Time off for family holidays is not a right. A few days may be authorised in special circumstances such as for service personnel or other employees who are prevented from taking holidays outside term-time (where there will be minimal disruption to the child's education) or when a family needs to spend time together to support each other during or after a crisis.

Any requests for absence for a family holiday should be made in writing. The reasons advanced will have to be exceptional. In particular, holidays which are taken for any of the following reasons will not be authorised:-

- price of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

## **UNAUTHORISED ABSENCE**

A child's absence or lateness will be considered unauthorised in the absence of good reasons.

Explanations should be provided as soon as possible. Explanations need not be provided in writing, but evidence may be required.

## **PROMOTING GOOD ATTENDANCE**

Encouraging good attendance is very important. It is most effectively achieved where there are good relationships with pupils and responsiveness to their needs. Features that help to promote good attendance include:

- A climate of achievement where success and praise is constantly promoted
  - Staff's own attendance and punctuality
  - Obstacles to regular attendance are investigated and wherever possible removed.
- Non attendance is followed up promptly and reasons for absence established with parents involved.

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- Parents are regularly reminded of the importance of good attendance and the procedures to follow in the event of absence.
- Good behaviour within school is encouraged and complaints of bullying etc. are thoroughly investigated.
- Staff have high expectations of pupils and the curriculum offered to them is appropriate and effectively delivered.

## PARENTAL INVOLVEMENT

Parents/carers have a legal duty to ensure their child attends school, arrives on time and is ready to learn. Parents should impress on children the need to observe the school code of conduct. Parents should inform the school of the reason for absence as soon as possible by letter, telephone call or by personal contact. Parents should state the nature of the illness and if possible the likely date of the child's return.

At Norton we will always contact parents who have not supplied a reason for absence. We will make efforts to telephone parents or carers of absent children by 10am. When insufficient explanation is given for absence, a form is sent to the parent or carer as a reminder. When doubt remains about an explanation for absence, the absence is noted as unauthorised. Once a reason is accepted, this is noted on the register.

In certain cases, parents who fail to ensure that their children attend can be issued with fixed penalty notices or even prosecuted under the criminal law.

## EDUCATION WELFARE SERVICE

To promote regular attendance this school works closely with the Education Welfare Officer. The EWO will help parents to meet statutory obligations and will also follow up poor attendance and lateness problems. The school will inform the EWO where the level or pattern of absences and/or late arrivals becomes a concern.

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