



Attendance

Approved by: Pupil Wellbeing Committee

Signed.....

Date:---21.11.19.....

Review date: November 2021

1 Introduction

- 1.1 We expect all pupils on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the pupils to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all pupils. We will reward those pupils whose attendance is very good. We will also make the best provision we can for those pupils who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

- An absence is classified as authorised when a pupil has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a pupil has been unwell, the parent/carer contacts the school to explain the absence.
- Only school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent/carer takes a pupil out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of both the school and a parent/carer.
- Therefore, the absence is unauthorised if a pupil is away from school without good reason, even with the support of a parent/carer.

3 If a pupil is absent

- 3.1 When a pupil is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or carer.
- 3.2 When the pupil returns to school, if no contact by parent/carer has been made a note should be brought from a parent or carer to explain the absence. If no note is received the school office writes to the parent/carer for confirmation.
- 3.3 A note should be sent to the school prior to the absence for any pre-arranged appointments, e.g. if a pupil has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a pupil, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or carer, in order to check on the safety of the pupil.

4 Requests for leave of absence

- 4.1 We will follow DfE guidelines concerning religious observance and other exceptional circumstances. Please see link to DfE guidelines on the school website.

5 Long-term absence

- 5.1 When pupils have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the pupil to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or carer of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents or carers will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or carers understand the seriousness of the situation.
- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their pupils to school on a regular basis.

7 Rewards for good attendance

- 7.1 All the pupils who have 100% attendance in any one term will receive a certificate for attendance, awarded at the last assembly of the term. Bronze(1 term) Silver(2 terms) Gold (3 terms)

8 Attendance targets

- 8.1 The school sets attendance targets each year in line with DfE guidelines. These are agreed by the governors at the annual target-setting meeting. The attendance targets are advised to the LA.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the Pupil Wellbeing Committee.
- 9.4 The Pupil Data Manager will be responsible for monitoring attendance in the school and for following up absences in the appropriate way. If there is a longer-term general worry about the attendance of a particular pupil, this will be reported to the headteacher, who will contact the parents or carers.
- 9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

