



# **POLICY FOR**

  

# **ATTENDANCE**

REVIEWED: 29<sup>th</sup> January 2018

SIGNED  
(Chair)

*N Sloker*



# ATTENDANCE POLICY

Regular school attendance is essential if a child is to maximise the educational opportunities available to them.

At Castle Park School, we monitor and promote the regular attendance of all pupils. Irregular attendance seriously disrupts the continuity of learning and undermines educational progress, not only for the child who is absent, but also for the rest of the class. It can lead to underachievement, low attainment and can impact on the child's ability to develop and maintain friendships at school. It is vital that children feel their presence in school is important and that they are missed when they are absent or late.

This policy seeks to ensure that all parties involved in school attendance are aware and informed that attendance has a positive impact on a child's education. Everyone has a responsibility to support and encourage high levels of attendance at all times.

*“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.”*

School Attendance Statutory Guidance DfE November 2016

Castle Park School expects the highest attendance and punctuality from all pupils, at all times. We support pupils and their families to ensure that excellent attendance is achieved.

## POLICY AIMS

- To ensure that every child is safeguarded and their right to education is protected.
- To ensure good attendance is achieved, through rewards and incentives.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies (e.g. Educational Welfare Officer) in order to remove barriers and improve attendance.

## RIGHTS AND RESPONSIBILITIES FOR ATTENDANCE AND PUNCTUALITY

The government expects schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence.
- ensure every pupil has access to the full-time education to which they are entitled.
- act early to address patterns of absence.
- ensure parents recognise their legal duty with regard to regular attendance at school for their child.
- ensure parents understand that their child should arrive punctually at the start of the school day.

## Parents and Carers

Parents and carers are responsible for ensuring that children attend school regularly, punctually, properly equipped and ready to learn. Parents should follow the absence reporting procedures below if their child is going to be absent from school:

- If a child is prevented for any reason from attending, or is going to be late, parents/carers are requested to notify the school by 9.00am or as soon as possible thereafter, either by phone call or message to school from an adult.
- Absence must be reported **daily** as no assumptions can be made about ongoing illness. If your child is hospitalised, please notify the school of the date of return.
- If a doctor's note has been issued, please bring it to the school office. In such cases, you will not have to contact the school on a daily basis.
- If contact is not made, then a note explaining the reason for the child's absence must be submitted to the school on your child's return.
- If the school is not informed of the reason for the absence, an unauthorised absence entry will be recorded on your child's attendance record.

## REQUEST FOR ABSENCE DURING TERM TIME

### **Parents should not book family holidays during term time.**

If a parent wishes to take their child out of school for any reason including for a family holiday, the parent must put their request in writing to the headteacher. All requests will be considered on an individual basis and authorisation given only in exceptional circumstances.

*“Headteachers should only authorise leave of absence in exceptional circumstances. If a headteacher grants a leave request, it will be for the headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.”*

School Attendance Statutory Guidance DfE November 2016

If leave is granted, parents must appreciate it is their responsibility to ensure their child catches up with any missed work on their return, if required.

Before granting any leave of absence the school will give consideration to:

- the pupil's previous attendance.
- academic progress.
- any forthcoming examinations or assessments.

## **Pupils**

Pupils will be made aware of the importance of maintaining their attendance at the highest possible level. All pupils' attendance will be monitored using individual attendance records.

## **Governors**

Governors will receive an attendance analysis as part of the Headteacher's Report every half term, at the Full Board of Governors meeting. Where the attendance of pupils at the school is identified as requiring improvement, the school will devise an action plan and identify this issue within the School Improvement Plan, as necessary.

## **School**

Recording attendance is the responsibility of school staff. The register is a legal document and is completed every day for both morning and afternoon sessions. The register is also a crucial part of the health and safety procedures of the school.

- Electronic registers **open at 8.50am and close at 9.10am** after which they are submitted to the school office.
- If a child arrives after 9.00am but before 9.30am, they will be recorded as **late**.
- If a child arrives after 9.30am, they are marked as present after the register has closed (but this is recorded as an absence).

- Afternoon registers are completed at the beginning of the afternoon session.

A pupil's absence from school is considered as unauthorised until a satisfactory explanation is received.

All unexplained absences will be promptly investigated by the school office staff who will contact parents for an explanation. Where a child's absence falls below 90% without a satisfactory reason (e.g. long-term illness) parents will be contacted by the school or the Education Welfare Officer to discuss measures to improve the child's attendance and/or punctuality.

Pupils who are absent through sickness or any other unavoidable cause, for an extended period, will be supported in continuing their education at home where this is possible or in hospital through the Hospital Tuition Service. Pupils will be supported in re-integrating back into school upon their return.

### **AUTHORISED ABSENCE**

Absence will be authorised for:

- sickness
- unavoidable medical/dental appointments (but wherever possible these should be made outside of school hours)
- days of religious observance
- non-school sporting activity (where the sporting activity occurs during term time)
- exceptional family circumstances

### **UNAUTHORISED ABSENCE**

Absence will not be authorised for:

- shopping trips
- looking after other family members
- domestic chores
- child's birthday celebrations or similar events
- holidays during term time

### **APPROVED EDUCATIONAL ACTIVITY**

Pupils will not be deemed absent when out of school to take part in:

- school sporting activity
- educational visits
- course/classes in other establishments
- off-site examinations

SIGNED:



(Acting Chair)

DATE: 29<sup>th</sup> January 2018

REVIEW: