



CHOLLERTON CHURCH OF ENGLAND AIDED FIRST SCHOOL

Be the best you can be through:

challenge, nurture, inspiration, respect, happiness, inclusion, in a safe, secure Christian family.

ATTENDANCE POLICY

INTRODUCTION

Regular attendance at school is essential to promote the learning, progress and safeguarding of all pupils. Chollerton First School expects all pupils to attend regularly, reflected in the home-school agreement; a target of 95% attendance is set for all pupils. The school has, and will continue to take appropriate action when necessary in order to promote the aims of the policy, working in collaboration with parents, carers and the Education Welfare Service.

AIMS

- To maximise attendance of all pupils, ensuring maximum learning opportunities.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor, communicate and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data to inform future policy and practice.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality;

Governors

- To communicate the importance of regular attendance to parents and pupils.

Head Teacher

- To ensure that the school's aims for attendance are shared regularly with parents and carers, with an emphasis on learning and achievement.
- To provide Governors with information on attendance, including low attendees and action taken to address this.
- To monitor individual pupil, group and whole school attendance and punctuality.
- To work in partnership with key agencies if attendance and / or punctuality is an issue.
- To write to parents / carers regarding any concern about their child's attendance.

- To arrange meetings with parents / carers to discuss support and set targets for those experiencing attendance difficulties.

Class Teacher

- To provide accurate record of the attendance of each child in their class.
- To record the reasons for absence given to them on the appropriate recording sheet.
- To respond promptly to any issue raised in the weekly analysis of registers by the Secretary.
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

Secretary

- To record children arriving late or leaving early on a daily basis.
- To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
- To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
- To contact any parents who has not informed the school as to why their child is absent on the first day of absence.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
- To make a judgement in conjunction with the Head Teacher whether an absence is authorised or unauthorised.

Education Welfare Officer

- To enforce the law regarding school attendance.
- To support the whole school response to attendance through regular meetings with the Head Teacher, monitoring and following up individual cases where there is a cause for concern.

ADMINISTRATION

The School uses SIMS information management system to record and monitor attendance, ensuring compliance with legal responsibilities. Staff are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon session. Registers are returned to the School Office after the closure of the registration period.

Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

ABSENCE

Lateness

- Pupils arriving after 9.10am will be considered as late and must report to the School Office so their attendance can be recorded.
- Pupils arriving after 9.20am will be officially absent for the morning session. This will be considered as an unauthorised absence unless a satisfactory reason is given.

- The School will phone parents / carers on a daily basis by 10am when the reason for absence is unknown.
- Parents / carers are asked to contact the school on the first day of absence by 8.30am, to provide the reason for the absence, including likely duration.
- If any member of staff is concerned about a reason for absence, the Head Teacher should be informed.

Medical or Dental Appointments

Absence from school due to a medical or dental appointment will be considered as an authorised absence.

Whenever possible, parents / carers are encouraged to make all medical appointments out of school hours.

Leave of absence during Term Time

Leave of absence during Term Time will only be granted under exceptional circumstances or for approved educational experiences.

Any requests should be put in writing to the Head Teacher on the school's Leave of Absence Request Form, available from the School Office.

Due to a change in legislation, there is no longer an entitlement to leave for holidays, and this will only be granted due to exceptional circumstances. The Head Teacher's decision is final. If a leave of absence is requested, unauthorised and is still taken, this will be recorded as unauthorised and reported to the Education Welfare Officer, which will result in the issue of a Fixed Penalty Notice.

The school may issue a Fixed Penalty Notice to any parent / carer who fails to ensure the regular attendance of their child at school. This currently stands at £60 (for those who settle within 21 days) and £120 (for those who pay within 28 days).

Other Absences

Other absences from school will be considered on an individual basis and a decision will be made by the Head Teacher to authorise or unauthorise the absence.

Reporting to Parents and Carers

All absences, both authorised and unauthorised, and lateness will be reported to the parents / carer at the end of the academic year within their child's report. During the year, parents will receive a letter if there are any concerns about their child's attendance.

Monitoring and Evaluation

Attendance data will be analysed on a half-termly basis to establish patterns of irregular attendance. This will include pupils with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence. If concerns are raised by this analysis, parent discussions will occur, either through telephone calls to the parents / carers and / or formal letters stating the attendance and regular lateness of the child and that there is an issue.

The school reserves the right to issue fixed term notices to parents.

The Head Teacher will monitor the impact of the attendance policy and will report attendance rates to the Governing Body on a termly basis.

Date approved by the Governing Body:

Signed by -

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This policy was reviewed: Autumn 2017

Date of next review: Autumn 2018