

School Attendance Policy

Aims

The Governors of Longhoughton C of E Primary School are committed to providing a full and efficient education for all of our children. We believe that all pupils benefit from education and from regular and punctual school attendance and good behaviour. To these ends, we will do all we can to ensure that all pupils attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Expectations

We expect that all children will:

- attend school regularly
- arrive on time and appropriately prepared for the school day
- tell a member of staff about any problem which is making it hard for them to attend school regularly

We expect that all parents/carers will:

- encourage their children to attend school every day and on time
- ensure that they contact the school as soon as possible whenever their child is unable to attend school
- ensure that their children arrive in school fully prepared for the school day and check that they have completed their homework
- provide the school with up to date home, work and emergency contact numbers
- not arrange family holidays to take place during the school term
- inform the school in confidence about any problem which might affect their child's attendance or behaviour

Parents/carers can expect that the school will:

- provide a good quality education
- record their children's attendance regularly, accurately and efficiently
- make every reasonable effort to contact the parent when their child fails to attend school without good reason
- deal discretely and properly with any problem notified to the school by the parent
- make all efforts to encourage good attendance and behaviour
- instigate proper enquiries before removing the child from the school roll

Promoting good attendance

We will encourage good attendance by:

- accurately completing attendance registers
- following-up absence on the first day
- undertaking attendance checks at appropriate times
- sending parent/carers annual attendance figures
- collecting data on attendance for the whole school and by year group and making this available to governors and to parents

Responding to non-attendance

When a child fails to attend school without a satisfactory explanation, we will:

- contact the parent on the first day of absence by telephone
- a letter will be sent to the parent/carer or a home visit may be made if there has been no response and the unauthorised absence has exceeded 3 school days
- LA will be informed after a week of non-attendance without any reason from parents/carers
- if the non-attendance continues beyond 9 days or if the child fails to attend for 3 complete weeks in any 6 week period, a further attempt will be made to telephone the parent/carer
- if the child or parent/carer fails to respond, the matter will be discussed with school's Education Welfare Officer, with a view to a formal referral

The return to school and the reintegration of a child who returns to the school after a lengthy absence requires special planning. The Headteacher will be responsible for deciding upon the programme for return and for the management of the programme. All staff need to be aware that this is a difficult process which requires extreme sensitivity as soon as possible. In collaboration with the parent and the EWO, programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons, as appropriate. This may involve the Special Educational Needs Coordinator (SENDCo). Staff will be notified of the return of a long-term absentee as soon as possible personally by the Headteacher.

Organisation

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the children the importance of the education being provided.

Governors will:

- ensure that the school has in place a whole school attendance policy
- receive termly reports from the Headteacher in respect of attendance data and trends
- monitor the effectiveness of the whole school policy
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Headteacher will:

- oversee the whole policy
- have particular regard to the equalities aspects of the policy as they pertain to the protected characteristics and to those children looked after by the County Council
- report to governors on attendance issues on a termly basis
- raise the profile of attendance at appropriate times (eg assemblies)
- liaise with the Education Welfare Officer (EWO) as appropriate
- organise the reintegration of long-term absentees

Secretary will:

- collate attendance data for the year groups
- oversee the registration process and ensure that registers are completed accurately and on time
- initiate contact with parents/carers in the case of an unexplained absence

Class Teachers will:

- complete registers accurately and on time
- record all reasons for absence in the register
- follow-up immediately any unexplained non-attendance by recording it in the Absence book and immediately sending the book to the Secretary
- inform the Headteacher of any concerns

Review

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy, but at least every two years.

Author	Last reviewed
HT & School Governors	January 2010
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Inclusion Committee	June 2011, July 2013, July 2015
Committee One - Policies and Resources	September 2017
Signed	