

REDCOURT ST ANSELM'S



POLICY FOR ATTENDANCE and ABSENCE

[Including EYFS, KS1 and KS2]

REVIEW DATE: OCTOBER 2018

R Jones
September 2017

This policy has been produced in consultation with the Governors and Staff at Redcourt in reference to our Mission Statement:

“Growing Together in God’s Love”

References

Wirral Education Authority Education Welfare Service
KCSiE 2016 Part 1 including Annex A
0-25 SEND Code of Practice 2014
CTSA 2015
Education Act 2002, 2011
EYFS Framework 2017
Working Together 2017

Please read this policy with reference to:

Reaching Out – Essentials of an Edmund Rice Education
School Mission Statement
Child Protection and Safeguarding Policy
Staff Handbook
SEN-LDD Inclusion Policy
Behaviour Policy
Anti-Bullying Policy
SEN-LDD, Inclusion and Welfare Information Sharing and Confidentiality Policy
Welfare Policy
Teaching and Learning Policy
Whistle Blowing – Raising Reasonable Concerns about Professional Malpractice Policy

Redcourt St Anselm’s seeks to promote fundamental British values at every opportunity having due regard for the need to prevent people being drawn into radicalisation and terrorism.

At our school, we see education as a partnership between the family and the school. We are committed to providing the highest quality of education for your son/daughter, and we look to you to support this objective. All pupils are required to be in school before 8.55am. The school day ends at 3.15/3.30pm, although many pupils remain later to take part in extra-curricular activities under the supervision of a member of staff and there is an After School Care Facility, up until 5.15pm.

Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff, for a trip or visit a sporting fixture, the dates of which will have been notified to you in advance.

Requests for absence must be made in writing to the Headteacher and reach school at least 7 days in advance (except in an emergency, when parents are asked to telephone school). Requests for exceptional absences (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent at least 2 weeks in advance.

If your child is ill, please e-mail or telephone the school before 9.00am on the first day of absence. He/she should bring a letter signed by a parent on his/her return to school giving a reason for the absence. We will always telephone the home on the first day of an unexplained absence. The School Welfare Officer will keep a record of all absences and award the appropriate registration code reflecting the reason for a child's absence.

We always send parents the term dates in advance in order that you can arrange your holidays without disrupting your child's education.

Redcourt recognises that the majority of pupils on its role have an excellent record of attendance. However there are times when a child may be absent from school with an accumulation of absences giving rise to concern to the child's overall pattern of school attendance.

Discretion should be used in the school's response to absence from school. Consideration should be given to the reason for an accumulation of absences eg a child off school due to chickenpox. It is for the school to decide if the higher number of absences from school is 'reasonable'.

Where the school concludes that there is not sufficient reason for an accumulation of absences then the school applies a graduated response of escalating interventions.

% of Attendance	Graduated response
95 – 100%	Excellent (pupils receive an award)
90 – 95%	Monitoring (class teacher establishes if absences follow a pattern, looks to see if there is a trigger to the absences).
85 – 90%	Teacher talks to the parent (if there is a reason given, home and school to work together to improve attendance).
75 – 85%	Slightly more formal meeting with Parents, Teacher, Welfare Officer and Inclusion Co-ordinator present.
<75%	Serious situation – this is the point that outside agencies including Wirral Local Authority's Education Welfare Service are contacted.

Where a pupil records a 95 – 100% attendance record, the school will acknowledge this excellent achievement by the sanctioning of a reward.

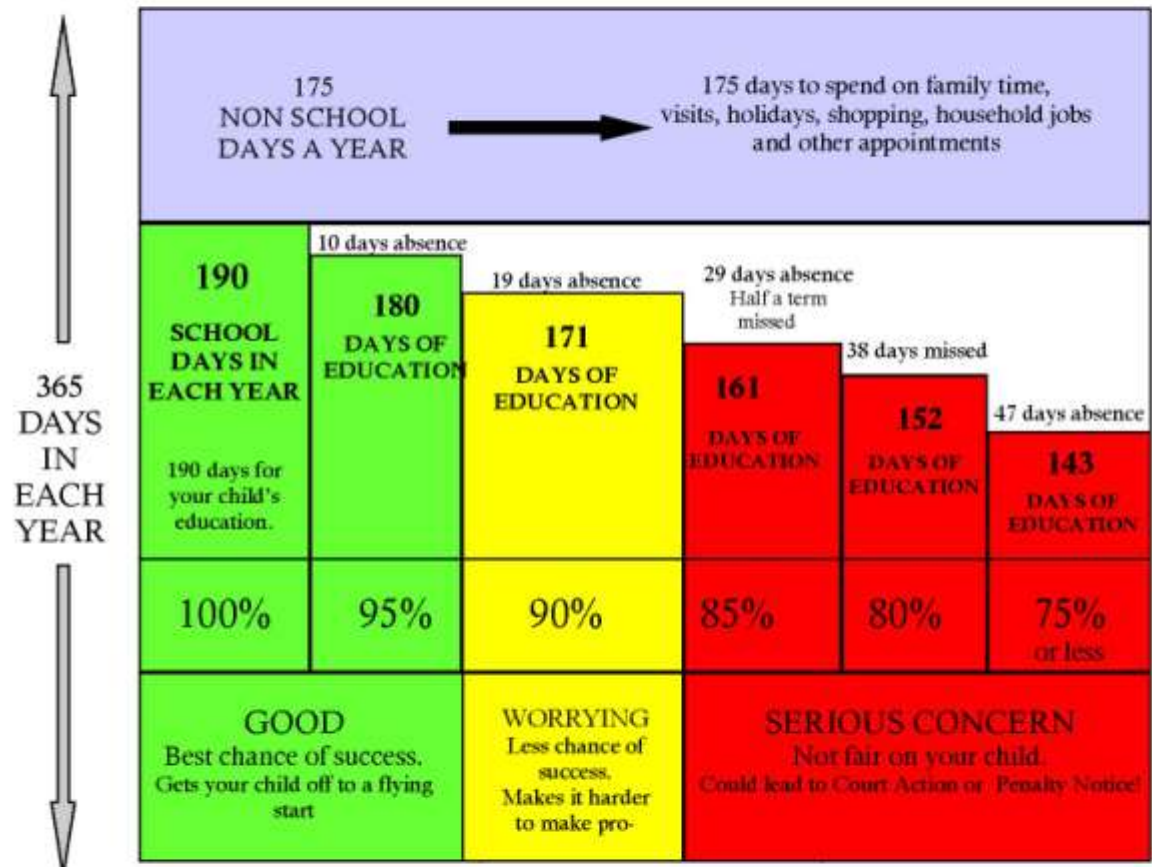
Where a pupil's attendance falls to below 75% then the school will request the parents to seek advice from the family GP who may refer them. The school may decide to seek outside agency support from the School Nurse service and contact the Local Authority Education Welfare Service and seek the support of an EWO.



Every School Day Counts



Days off school can lead to lost learning. Gaps in your child's education can mean that they may not achieve their full potential.



Your child deserves an education. Every day really does count.

Please help us to help you. If you are worried about your child's school attendance, there are staff available at school and within the local authority who can support you