

South Petherwin CP School

Whole School Attendance Policy



This policy was agreed by the FGB on 12th November 2015 and will be reviewed every 2 years.
Review date: Nov 2017

Signed Chair of Governors.....N Hosking.....Signed Head Teacher.....T Mills.....

Commitment to attendance

South Petherwin CP School is committed to delivering a full educational experience for all pupils, and seeks to develop children who are 'the best they can be' in elements of school life. (see school's Values & Vision statement)

As a school, celebrating achievement is fundamental, including the celebration of excellent attendance. It is the expectation that every pupil will achieve at least 95% attendance over each academic year, with the hope that most will achieve 100% attendance records.

In order to support this we are committed to:

- publicising term dates for both the current and following academic year (INSET days withstanding), on the school website and at the start of each academic year and term.
- celebrating high attendance through end of term certificates
- maintaining positive and open relationships with all parents and carers
- monitoring attendance on a weekly basis, linked to half-termly awards
- working closely with the local Education Welfare Office
- meeting our annual targets on attendance
- modelling high attendance and punctuality as a staff

Procedures

1. Maintaining current contact details

On entry on to the school role contact details will be taken.

If changes occur to the contact details, it is the responsibility of the parents to inform the school, through the school office.

Every September opportunity for amendments to be offered to ensure changes are not forgotten.

2. Registration process

Register open at 8:55am and remain open until 9:15am.

Pupils arriving between 9:15am and 9:25am will be coded as late. At 9:25am the registers will be closed.

Pupils arriving after that time will be left un-coded until 'first day contact' has been made. If no contact is possible before the register re-opens for the afternoon, or a message is conveyed to the school office, a code of 'unauthorised absence' will be registered.

All unforeseen absences should be supported by a letter, even if verbal contact with the office has been made. ***Parents should contact the school as soon as absence is anticipated.***

Registers will re-open for the afternoon session at 1:00pm, closing again at 1:15pm. The same principles on absence will apply as above, except, contact should be made before the end of the school day at 3:15pm.

Teachers are responsible for the accurate completion of registers, although it is the responsibility of the school secretary pass on any known details of absence, and to keep attendance records up to date.

3. Monitoring attendance

- If a child is absent, and no contact has been made with the school by 9:25am, the school secretary will contact the parents/carers by phone, in order to determine the cause of absence and enquire of pupil well-being.

If the parent/carer cannot be contacted, then a letter will be sent home requesting an explanation for absence.

If after a week no contact has yet been made, or information received to explain absence, the Education Welfare Officer will be contacted in order for the school to register it's concern.

- Every month the head teacher will review attendance figures, and scrutinise the attendance of any pupil with figures at or below 90%.

Pupils will receive an attendance raffle ticket for each full week of attendance. Tickets will be drawn and a prize presented to one pupil in each class on a half termly basis.

At the end of every term certificates will be presented to any pupil with 100% attendance.

Where pupils have attendance figures at or under 90%, and are not explained by 'authorised absence', unavoidable events which have already been brought to the school's attention, or recognised illness, the head teacher will invite parents/carers to meet and discuss any issues which may be causing/have caused the absences and seek to resolve this swiftly, offering support where possible.

If figures for an child again drop below 90%, within the same academic year, the head teacher will again meet with the parents/carers, offering support and solutions, but also highlighting that any future 'persistent absence' will result in a meeting held between the head teacher, EWO and a representative from the governing body.

Each term the head teacher will publish attendance figures in the school newsletter and make note of them in the head teacher's report to the governors.

- Teaching staff will be vigilant when monitoring attendances through accurate registration of pupils prior to morning and afternoon sessions. It is the responsibility of the class teacher to bring to the attention of the head teacher any prolonged, regular or unexplained absence of any pupil.

All staff, as part of their child protection responsibilities, are able to bring any concerns about attendance to the attention of with the class or head teacher.

4. Term-time absence requests

Parents are advised to avoid taking holidays during term time. Regular notices will be put in the newsletter reminding parents of the need for or benefits of high attendance at school.

The school is reluctant to authorise these absences, although, in very exceptional circumstances the Head Teacher may authorise requests in line with latest Government Guidelines. Parents/carers should request a meeting with the head teacher before completing an 'absence request' form to discuss future attendance and the possible effects of absence. During this meeting parents/carers will be directed to the county policy for unauthorised attendance and the DfE website - [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#).

Absences that will be authorised:

- Exceptional circumstances requests authorised by the Head Teacher.
- Genuine illness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional circumstances such as bereavement
- Seeing a parent who is on leave from the armed forces

Absences that will not be authorised:

- If another child is unwell in the home
- Birthdays
- Shopping trips
- Tired or sleeping after a busy weekend
- Relatives visiting or visiting relatives
- Term time holidays (unless exceptional circumstances have been agreed with the Head Teacher)

When considering whether an absence should be authorised, the Head teacher will take into account the following:

- A period of absence has already been requested or taken during the current academic year
- There is a regular/annual pattern of absences being requested during term time
- Attendance is not above 95%
- Academic progress is below what would be commonly expected, relative to the child's academic ability
- The reason why time is being requested out of school during term time
- If it is close to SATs dates or school assessment weeks

5. Absence for appointments

Whilst it is recognised that dental or medical appointments are wholly necessary, parents are encouraged to make every effort to ensure these appointments take place outside of school hours. Where this is not possible, a letter requesting permission should be sent to the head teacher, purely to raise awareness of the situation.