



What

Marlborough School is committed to promoting a high level of attendance for all pupils as part of its responsibility for supporting learning and developing their future life-skills and as a duty of care for their safety and wellbeing. We strive to provide a welcoming and caring environment and work with children and families to ensure that each pupil attends school regularly and punctually. The following figures provide a guide for monitoring pupils' level of attendance:

98%	excellent attendance
95%	good attendance
+90%	satisfactory
85-90%	poor attendance (this is equivalent to at least ½ day absent per week)
-85%	unacceptable

The school is open for children on 190 days (38 weeks) a year and registers are taken at the beginning of each school session to ensure accurate records for monitoring, to assist in the safeguarding of children and to help maximise their opportunities and realise their true potential.

Why

Marlborough values good attendance and punctuality as positive and key attributes in underpinning consistent learning and developing future life-skills. We aim to:

- ensure that all those associated with the school share these values and relate attendance issues directly to the school's values, ethos and curriculum
- maintain a systematic and efficient approach to gathering and analysing attendance related data
- safeguard children, for example by contacting their homes swiftly when checking on unexplained absences and keeping interruptions in class learning to a minimum
- provide support, advice and guidance to all parents and pupils
- ensure that where children have medical needs or suffer extended illness they are appropriately supported and provided with relevant learning tasks as required
- promote an effective partnership with the Falmouth Partnership Attendance Team and other relevant support services continually improve the overall attendance of pupils at school

How

Education

The importance of regular good attendance is highlighted in register periods, other class learning and in some assemblies. Children are encouraged to take responsibility for their actions in ensuring that they attend school and arrive punctually. At annual and consultation meetings, in handbooks, on the school website and in school newsletters we share the school's policy and practice with parents.

Sickness and Medical Leave

Obviously there are times when children are simply unwell and not fit for school, or they are carrying infections that necessitate absence. The school follows the Local Authority's guidance, issued in its *Spotty Book*. Short illnesses are best served by rest and recuperation and we do not send specific tasks home but ask that families continue to count and read where possible and practicable: we can provide work where children's illness is extended. We do dispense prescribed medicines to enable a return to school according to doctors' advice. Where possible parents should try to avoid making doctor's or dental appointments in school hours.

Communication

We ask parents to let the school know at the earliest opportunity of the reason for any absence. They can do so by:

- text 01326 702200
- email office@marlborough.cornwall.sch.uk
- telephone 01326 314636 (between 09:00 and 09:30)

It is essential that parents are clear and honest about the reason for children's absence.

Requests for Exceptional Leave of Absence

Leave may be granted in exceptional circumstances and for personal reasons or on compassionate grounds. Each request is considered on an individual basis and in compliance with the requirements of the Department for Education's guidelines. In common with the Falmouth Partnership we will not permit any holiday leave:

- where pupils' current attendance and that over the previous two terms is less than 95%
- where pupils' have a poor record of punctuality and/or need to catch up on work
- if any leave has been granted previously during the same school year
- during the month of September
- during SATs

The final decision on the authorisation of any leave is made at the discretion of the headteacher.

Completion of Class Registers

Registers are taken electronically, using Marlborough's eSchools website application.

- morning registration runs from 08:45 until 09:00 (the office closes the register at 09:30)
- classroom staff need only mark children who are present
- those who arrive late during the registration period should be recorded with an **L**
- afternoon registers are taken at the outset of the session - infants 13:00, juniors 13:15
- all absence codes (see the Attendance Codes annex) are entered by the office staff
- in the event of technical difficulty a list of absent pupils is sent to the office at 09:00
- please see the annex for the marks used, descriptions and definitions

Chasing Up

The school register closes at 09:30 and, in recognition of the school's duty of care, if a child is still absent at this time with no explanation having been received, Jacqui contacts that child's home by telephone. Whenever possible, if there is no answer, a message will be left requesting that a reason for the absence be given as soon as possible. If no reason is received before the end of term, the 'O' registration mark is recorded and the absence counted as unauthorised.

Fire Evacuation Checks

Classroom staff mark any child who is absent, or leaves during the class session on the laminated check-list kept by the class door or teacher's main 'base'. In the event of an emergency evacuation this is taken with the class to provide an accurate hard-copy register.

Punctuality

The school doors open at 08:30. At 08:43 a bell sounds to inform parents that they need to leave the classrooms and, for security and the smooth running of the school, those arriving after this time may not pass beyond the school office/reception area. At 08:45 the registration period begins and all pupils are expected to be ready in class at this time. Children arriving during registration are recorded as late arrivals.

Monitoring and Reporting

Daily attendance information is clearly recorded and this data supports easy analysis of individual, family and comparative absences. Nevertheless, class teachers need to be alert to any significant pattern or change in pupils' attendance. Additionally, Richard as headteacher, monitors class registers regularly and meets at least termly with the Partnership Attendance Manager to identify possible issues relating to pupils' irregular attendance and/or lateness. This information also assists monitoring the progress of Individual Needs across the school.

Governors

The schools' overall attendance data (general information relating to the whole school's attendance targets and performance) is reported to governors. In the absence of a governor being named with the responsibility of overseeing the monitoring of overall pupil attendance, this lies with the Chair.

Addressing Absence Issues

Pupils and parents need to be involved as partners as early as possible. Essentially we aim to give a positive message: good attendance can support good progress. Appropriate rewards may be given to recognise good or significantly improved and sustained attendance. Over a half term, an absence rate of greater than 10% is noted and, where appropriate, raised with parents. Absence of greater than 15% is discussed with the Attendance Team to consider what appropriate interventions, such as the support of a School Liaison Assistant. Similarly, a significant number of late arrivals (both during and after the registration period) should be brought to the notice of parents and the Attendance Team. Individual termly attendance records can be provided for parents and a statement is included within the Annual School Report for every child.

What if - targets

Our aim is to ensure that all children attain and maintain at least a good (95%) level of attendance so that they:

- ready arrive punctually, well prepared and with high expectations
- resourceful access every lesson
- resilient work hard, with independence and desire, without fear of failure
- remember develop skills for lifelong learning
- reflect develop self understanding of personal challenges and their potential

Reviewed and agreed with Teaching Staff

14. February.2014

Reviewed and adopted by the Governing Body

6.March.2014