



SENNEN SCHOOL

ATTENDANCE POLICY

Introduction

This document is a statement of the aims, principles and strategies for provision of children at Sennen School.

LA guidelines have been taken into consideration in the formulation of this policy.

It has been developed through a process of consultation between all members of the school: teaching and support staff, parents and Governors.

Review of this policy is on-going but will be subject to formal review as per the School Development Plan.

PHILOSOPHY

Sennen School is committed to providing a full educational experience for ALL pupils.

We believe that, if pupils are to benefit from a broad and balanced curriculum in which they achieve their full potential, good attendance is crucial. Any problems that impede full attendance will be identified and addressed as quickly as possible.

It is the policy of the school to celebrate achievement. Good attendance is proven to be a major factor in high achievement. Therefore, we will actively promote and encourage 100% attendance from all our pupils.

We acknowledge that individual family circumstances may on occasions necessitate a request for leave of absence. **Should any request for leave of absence lead to a child's attendance falling to below 95%, then it will be not be authorized. Similarly, if a child's attendance is already below 95%, for whatever reason, then any further request for leave of absence will also be unauthorized.**

We will give a high priority to conveying to parents the importance of regular and punctual attendance. We recognise that parents have a vital role to play in this and that there is a need for partnership and effective communication between home and school.

If there are problems which affect a pupil's attendance, we will investigate, identify the cause and work together with the Education Welfare Officer to

resolve those problems as quickly as possible. We will also adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Leave of absence in term time will only be authorised exceptional circumstances, and at the discretion of the head teacher. Factors taken into account may include whether the parent/carer's work leave cannot be taken at any other time and the pupil's attendance to date. Leave is never granted in the May SATs week. As well as the disruption to individual children's progress while on holiday there is an inevitable effect on the class if a number of children need to 'catch up' on their return.

PRINCIPLES

We will:

- Ensure that ALL members of staff are aware of our registration process and correct procedures for marking of daily registers.
- Ensure that the school always has up to date contact details for each family.
- Complete accurate registers with the correct coding at the beginning of each morning and afternoon session within 5 minutes of the start of each session. Registers will close 15 minutes after school starts.
- Encourage parents/carers to contact school as early as possible on the first day of absence and ensure they are aware that they will receive a telephone call from the school secretary by 9.15 am if they have not done so.
- Promote positive staff attitudes to pupils returning after an absence.
- Liaise with members of the local community and Education Welfare Service in developing and maintaining our Attendance Policy.
- Evaluate regularly our attendance rates and procedures.
- Put Class percentage attendance in the newsletter weekly and comment on it in Friday Celebration Assemblies alongside other rewards where appropriate.
- Appoint a named Governor responsible for attendance and data.

- Strongly discourage parents from taking family holidays in term times. If parents still decide to take their child on holiday, they are required to fill in a holiday form.
- Discuss individual attendance at consultation evenings as a matter of course. An up to date print out of these rates will be available. We will also comment on attendance on reports in the summer term.
- These attendance figures will also be available at each governor's meeting.
- Work towards ALL pupils feeling valued and supported and send a clear message that if a child is absent he/she will be missed.
- Have procedures in place so that any missed work can be completed as far as possible without disrupting the other children in class.
- Put in place positive rewards for good attendance so that pupils and parents are left in no doubt as to the value put upon this by the school community. See Appendix A.

PROCEDURES

1. If no contact is received from a parent/carer of an absent child by 9.15 a.m., the school secretary will contact the parent by telephone.
2. If the parent/carer cannot be contacted, then a letter will be written on the second day without explanation of an absence. **However, if a child is on the child protection register, then the Multi Agency Referral Unit (MARU) will be notified immediately.**
3. After 3 days without explanation, the appointed Education Welfare Officer will be contacted and set procedures put into place.
4. We will liaise with governors to discuss the value of their involvement in a supportive role in individual cases.

In order for this policy to be successful, every member of staff, by their behaviour, must make attendance and punctuality each morning a priority and convey to the pupils the importance of their education. Both staff and governors should lead by example.

EVALUATION

- We will review our attendance rates half termly.
- Have rates of absence improved?
- Are rates of absences above/below the National averages?

SIGNED: _____ Headteacher

_____ Chair of Governors

DATE: _____

See following Appendices attached below

- **Appendix A: Rewards for Good Attendance**
- **Appendix B: Letter to Parents re leave of absence**
- **Appendix C: (on reverse of Appendix B) Request for leave of absence during term time**

Appendix A

Rewards for Good Attendance

- At our end of year assembly to which parents are invited, all pupils with 100% attendance are rewarded with a medal.
- At end of term assemblies to which parents are invited, all pupils with 100% attendance are rewarded with a certificate.
- At Friday assemblies the class with the best attendance that week will be congratulated and offered five minutes extra playtime one day in the following week.



Appendix B Sennen School Request for Leave of Absence

Dear Parent/Guardian

Taking Leave in Term Time

Before you request to take your child out of school during term time, I would be grateful if you could take the time to read the following:

The value of regular attendance

Your child needs to attend school regularly, especially to gain qualifications for their future employment. This may seem a long way off at the moment but it is so important that we work together to lay guidelines for your child's future. Research shows that pupils perform better if their parents and carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the local education authority monitor your child's attendance and will take action if it is poor.

The school year is very short. There are only 190 days on which lessons occur and any absence during this time will affect your child's progress and attainment. The Government expects your child to attend school for 190 days and requires the Headteacher to make sure they do. We publish the dates of school terms well ahead to help you plan your holidays so when you book a holiday you can ensure that it does not clash with the school term.

Please do not plan a holiday in term time if you can possibly avoid this. I do understand it is difficult for some families but hope to work together with parents as far as possible to maximize every child's attendance.

If you still wish to remove your child from school, please complete the attached form and return it to the office at least two weeks prior to your intended holiday dates. Please note that leave will only be authorized in exceptional circumstances. Where possible liaise with your child's teacher to ensure some school work is continued while you are away.

Yours sincerely
Tony Phillips, Head teacher

Appendix C (on reverse of Appendix B)

Leave of absence during term time

(Please read the notes on the back of this form before you fill it in.)

The school requires this information to ensure we know why children are absent. This forms part of our safeguarding procedures.

Section A

Child's Name _____

Class _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

Please explain why you are requesting leave of absence during term time.

Section B

I have read the attached notes but I have still decided to take my child/children out of school. The information I have given on this form is correct.

Signature of parent or carer: _____ Date: _____

Section D - for school use only:

Child's attendance to date:

Headteacher's signature: _____

Date: _____