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PUPIL ATTENDANCE POLICY

Date formally approved by the Full Governing Body	Pending Approval - 19th September, 2017
Name of Authorisation Signatory	Acting Chair of Governors - Timothy Emerton
Signatory and Date	<hr/> September, 2017
Dorset Model Policy	Yes
Next Review Date	September 2019
Responsible for implementation and monitoring	Gary Spracklen - Headteacher Governing Body
Other relevant policies	N/A

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PUPIL ATTENDANCE POLICY

Adopted by the Governing Body on Tuesday 19th September, 2017

Mission Statement

Our school will offer an environment in which pupils feel valued and welcome.

Pupils will know that their presence is important.

Rights and Responsibilities

Parents/Carers

Parents are responsible for ensuring that their child attends school regularly, punctually, properly equipped and in a fit condition to learn.

If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible on the first day of absence – by phone call or message.

A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received.

Attendance issues will be raised with parents through Parents' Evenings, Governors/PTA, AGM, school prospectus, newsletter, leaflet prior to commencing school.

Parents will be promptly informed over concerns about attendance and given the opportunity to discuss this with a member of staff.

Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from class tutor/teacher, and should the need arise, from a senior member of staff.

Pupils

Pupils should be aware of the importance of maintaining their attendance at the highest possible level. This will be encouraged through positive strategies and rewards.

All pupils are expected to attend school regularly and punctually.

Attendance will be monitored using individual attendance records.

Governors

The Headteacher will report regularly to the governing body on attendance matters and this information will be incorporated in the annual report to parents.

School

Staff will endeavour to encourage good attendance and punctuality through personal example.

Attendance is the responsibility of all school staff (not just teaching and pastoral staff).

Staff will respond to absenteeism firmly, consistently and with care.

The school will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absences, liaising closely with parents.

Registration (Section 444, 1996 Education Act)

Registers will be taken punctually each day at 9 a.m. and at 1.30pm.

If a pupil arrives after the registers close she/he should report to the school office.

When a pupil misses registration altogether and fails to provide an adequate explanation then that pupil will be marked as an unauthorised absence for the session.

Authorised Absence

Absence will be authorised for:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances
- Exam
- Unable to attend school due to adverse weather conditions

Whenever possible, medical/dental appointments should be made outside school hours.

Unauthorised Absence

Absence will not be authorised for:

- Shopping
- Looking after family members
- Minding the house
- Birthdays or similar events
- Any work (paid or unpaid) undertaken in school hours.

Approved Education Activity

Time out of school to take part in:

- Educational visits
- Sporting activity
- Activities in other establishments

is recorded as present, even though the pupil is not physically on the school premises.

Holidays in Term Time

Parents are strongly encouraged to avoid booking family holidays during term time.

Parents may request leave of absence, however, it is at the discretion of the Headteacher as to whether the time off will be authorised.

School will not agree to your child missing more than ten school days for a family holiday in any one school year, unless there are exceptional circumstances.

Requests for holidays over ten days will be passed on to the school governors for their Consideration.

Parents must appreciate it is their responsibility to encourage their child to catch up on return.

Parents should apply on the appropriate form to the school for permission in advance of any such holiday.

The school's response will take into consideration such factors as:

- The child's previous attendance
- Academic progress-
- Examination issues

If a pupil is persistently absent and the school's efforts to effect an improvement have been unsuccessful, the matter will be referred to the Education Social Worker.

Pupils who are absent through sickness for an extended time will be provided with work to be completed at home and will be re-integrated back into school on their return as appropriate.

Following up Lateness and Absence

It is a parent's responsibility to contact school as soon as possible on the first day of all absences.

If a pupil is absent regularly, or unnecessarily, the school will contact parents, to notify them of the school's concern and emphasising statutory obligations to ensure children attend.

Consultation between the school and the Education Social Work and Attendance Service will be arranged to set targets for, and to support poor attendees. Other services e.g. Child and Family Guidance will be consulted where appropriate.

Regular liaison between feeder primary schools and secondary schools will be sought in order to identify pupils who may require extra support during the transition.

Promoting Attendance

Section 7 of the 1996 Education Act states:

"The parents of every child of compulsory school age shall cause him to receive efficient, full-time education suitable to his age, ability and aptitude, and to any special needs he may have, either by attendance at school or otherwise".

Failure to do so is an absolute offence.