



# **ATTENDANCE POLICY**

Reviewed Annually by Pupil Progress and Welfare Committee

**Attendance Policy**  
**Alford Primary and St Helena's Cof E Primary**

## **MISSION STATEMENT**

We are committed to providing a full, enjoyable and effective education for all pupils. The schools believe sincerely that all pupils benefit from the education it provides and therefore from daily school attendance. To this end the Schools will do as much as they can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

## **IMPLEMENTATION**

This policy will be reviewed annually by staff and governors.

## **AIMS:**

It is recognised that

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

## **EXPECTATIONS:**

**We expect the following from all our pupils:**

- That they attend school daily.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

**We expect the following from parents:**

- To ensure their children attend school daily and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their home learning.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.

**Parents and pupils can expect the following from school:**

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education

## **TERM TIME “LEAVE OF ABSENCE”**

In line with the DfE 2013 Attendance Regulations “head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.”

If a parent feels they have exceptional circumstances as a reason for absence they should request a meeting with the head teacher who will seek advice from the Educational Welfare Officer and/or the Department for Education.

### **AUTHORISED OR UNAUTHORISED ABSENCE:**

**Authorised absence** is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for authorising absences.

- Illness
- Family bereavements
- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated.

## **ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS**

**Attendance can be encouraged in the following ways:**

- Accurate completion of the registers at the beginning of each session and within 30 minutes of the start of the session.
- Attendance checks each term.
- Awards for good attendance every term.

- A ‘Gold’ Award, using the Lincolnshire County Council’s Certificate, for 100% attendance achieved throughout the year. (Attendance is 100% if there has been no absence).
- Identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Establishing a mechanism for working with those parents who are concerned that their children may be experiencing difficulty in attending school.

## **RESPONDING TO NON-ATTENDANCE AND LATENESS:**

**When a pupil does not attend or is persistently late, the school will respond effectively.**

If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone.

The head teacher will be informed of any absence which:

- Is 90% or below
- Shows regular patterns e.g. repeated absence on the same day(s) of each week or random days every week
- Is unexplained (unauthorised)

The head teacher will meet with the EWO on a regular basis and discuss issues such as the above which may be causing concern. Attendance letters will be sent to families when a child’s attendance is hitting 85% or lower and Attendance Panel meetings may be held to discuss concerns.

## **LIAISING WITH EXTERNAL AGENCIES**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of circumstances. Many of these circumstances will demand expert support beyond the remit of the school or the EWO. It is therefore vital that strong partnerships are established with all agencies that work with children and young people.

**Other Agencies** to be used where appropriate in individual cases.

- Educational Behavioural and Support Services.
- Educational Psychologists.
- Pastoral Support Adviser
- Special Educational Needs Service.
- Social Services.
- Connexions
- Youth Service.
- Local police

### **Data Protection Act**

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.