

Attendance Policy

Reviewed and revised:	<i>February 2016.</i>	Written by: Governor responsible:	Marie Cameron Andrew Wade
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School Aims:

At Grampound Road Primary School we aim to give all pupils:

- ✚ Access to a rich curriculum which enthuses and equips them for life as citizens in the 21st century.
- ✚ Opportunities to explore their own developing Christian faith and to have respect for the faith of others.
- ✚ High self-esteem by feeling valued as a member of our school.
- ✚ A sense of fair play, treating others with dignity and respect.
- ✚ The chance to enjoy taking part in a vibrant, forward looking school, moving their learning forwards.

Grampound Road Primary School Motto is: Nurturing God's gifts with compassion and drive so that all our children succeed, learn & thrive.

General policy statement:

All staff, governors, volunteer helpers, students and visitors need to give due regard to all of the policies and practices adopted by the school. Whilst it is acknowledged that people other than staff cannot be expected to read every policy before a visit to the school, it may be that further guidelines are necessary in addition to the Visitors' Booklet which people are given upon arrival. All staff carry responsibility for the welfare and success of the children in our school. Staff will advise anyone who is working alongside us of the necessary protocols, procedures and policies we follow.

Introduction

All children of compulsory school age have the right to a full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Grampound Road Primary School takes seriously its responsibility to monitor, promote and support the regular attendance of all its pupils. It acknowledges that irregular attendance can disrupt continuity of learning and possibly lead to underachievement.

This policy has been developed in consultation with the Head of School, Governors, & Administration Staff. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline

the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward pupil's successes and achievements
- Raising awareness of the importance of good attendance
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

What is expected of the pupils:

- To respect themselves and others
- To do all they can to attend school regularly and punctually
- To inform a trusted adult if they feel that they are being hurt or upset in anyway.
- To encourage friendship and a sense of belonging
- To be happy and encourage others to feel happy

What is expected of the Parents;

- To keep requests for their child to be absent to a minimum
- As detailed in the procedures section of this policy. To offer a reason for any period of absence, preferably before the absence or on the first day of absence
- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness
- To work closely with the school and Education Welfare officer (EWO) to resolve any problems that may impede a child's attendance
- To take any family holidays during school holiday periods and be aware that requests for holidays during term time will need a request for leave form where possible
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATs or the numeracy and literacy hour
- To support their child and recognise their successes and achievements

What is expected of the school:

- To create a school ethos that pupils want to be a part of
- To meet the legal requirements set out by the Government
- To give a high priority to punctuality and attendance
- To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- To consistently record authorised and unauthorised absences within the guidance of the 1996 Education Act
- To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance

- To encourage open communication channels between home and school
- To develop procedures for the reintegration of long term absentees
- To develop procedures leading to a formal referral to the EWO
- To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum

We have a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Education Welfare Service (EWS) the local Authority provides support to schools and parents to fulfil their legal duty. The EWS is the enforcement agency of the LEA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996. The court may fine the parent and put in place an order if required.

School Procedures for Recording and Monitoring Attendance

Recording

The class teacher will take the register recording who is present and absent from school at 8.55am. Any late pupils after this time should then enter the school through the main entrance. If any pupil arrives late the admin staff will record the names, class, time and reason for lateness in SIMs. All staff need to be aware that any child arriving late **MUST** be registered on SIMs for fire regulations.

The register officially closes at 9.30am, pupils arriving after this time will be marked with a 'U' for the session (Code meaning late after registers closed).

If there is no reason for the child's absence, admin call home to ascertain why the child is absent and when they are likely to return. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence.

- The child is ill or is prevented from attending School for another reason.
- The child lives over a certain distance from the school and either the LEA has failed to make suitable transport arrangements
- The child is absent on days exclusively set apart for religious observance in their particular faith
- The child is absent 'with leave'. This refers to leave being granted by the school not by the parent.

If no feedback is received after a period of three weeks, the period of absence will be marked as unauthorised.

Parents of pupils who are persistently late, have attendance that falls below 85% or are deemed to be irregular attendees, will be written to explaining the need for regular attendance and seeking clarification for the lack of attendance. A meeting may be scheduled with the Education Welfare Officer (EWO), in order to provide support to improve a child's attendance.

Attendance codes

Absence will be monitored on a daily basis with Codes being entered for reasons of absence. A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Monitoring

The attendance of all pupils will be reviewed on a half-termly basis, any pupils identified as cause for concern or with less than 85% attendance will receive a letter. The letter will inform the parents of the school's concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's attendance will be closely monitored and if after a period there appears to be no improvement the parents of the pupil will be invited to a meeting with a member of the SLT and/or the EWO. The meeting will address the issue of poor attendance and hopefully resolve any issues preventing the pupil from attending. If the parent/s do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to the EWO will be made.

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school to strategically manage attendance issues. The EWO will also have access to this information and they may use the reports to support their role.

Requests for leave of absence

A request for leave form must be filled in prior to a child being taken out of school for any period during term time. This does not include illness or medical appointments. The leave needs to be applied for at least two weeks before the absence is due to take place. If the child's attendance is below 95% the request will be denied and the parent/carer will be informed. The school will note the request but mark the absence as unauthorised.

Official Register

A copy of the electronic register will be printed weekly & monthly. This will provide a paper version of the electronically stored information for the previous term. The monthly printouts will be kept together to form a year's record and stored for a period of 3 years in a secure location.

Strategies used to promote good attendance and punctuality

- Pupil attendance figures will be published with the annual academic reports.
- To reward good attendance
- To communicate with parents
- To offer support to parents struggling with attendance /late issues