



Rushey Green Primary School

ATTENDANCE Policy

MISSION STATEMENT - We aim to work in partnership with parents to provide an education of the highest quality, which celebrates everyone's success in a happy, caring creative environment where all our differences are valued.

SCHOOL AIMS TO:

- Raise pupil achievement
- Improve pupil's attendance
- Reduce unauthorised absence
- Reduce lateness
- Clarify procedure and expectations for staff parents and pupils regarding attendance and dealing with absence from school.

EXPECTATIONS

CHILDREN: -

- We expect children to arrive on time
- We expect children to attend school regularly

PARENTS WILL ENSURE THAT: -

- Their child arrives on time for school
- Their child attends school regularly
- They contact the school on the first day of absence if their child is unable to attend, and provide a note or telephone call to explain the absence if they wish the absence to be considered for authorisation.
- They support the school in the aim of raising the achievement of their child through full attendance at school.

THE SCHOOL WILL ENSURE: -

- Efficient and accurate registration of pupils
- Immediate contact with parents/carers if a child fails to attend without a satisfactory explanation
- The implementation of clear procedures and guidelines to support staff with attendance procedure
- Regular reviews of registration and attendance procedure to raise awareness by staff of their roles and responsibilities regarding registration and attendance
- The promotion and celebration of good attendance and punctuality (including significant improvement) with certificates, letters home etc.
- That correspondence with parents regarding attendance issues will be clear and recognise equal opportunities issues regarding access and ESL.

REGISTRATION PROCEDURES

Every entry in the register will be clearly marked, so that the correct information may be entered in the office.

LATENESS

The registers will be completed, closed by the class teacher and returned to the office at 9.10am.

If a child is late before the register is sent to the office the arrival time must be noted on the register. If the register has been sent to the office, the child must report to the office for a late mark. Any unexplained lateness will be investigated by the school with a telephone call or letter to the child's parent / carer.

If a child is developing a pattern of lateness, the school will write to the parent / carer stating how much time has been lost and to offer support (see attached). If the parents / carers fail to respond to the school's requests to improve a pupil's lateness, the school will refer the matter to the Educational Welfare Officer (EWO).

ABSENCE

If a child is absent, the register will be marked according to the marking symbols as stated in the register. An absence will be considered as authorised if the parent / carer provides an acceptable explanation by telephone or note to the school. A verbal message will also be accepted. The specific reason for an absence will be recorded in the register.

If the school has not received an explanation for an absence, the school will contact the home by standard letter (see attached), or a telephone call, as appropriate. All attempts to contact the home will be recorded. If there is no response the absence will be recorded in the register as unauthorised.

MONITORING

- The Deputy Headteacher will monitor the registers on a half termly basis to :-
- Pick up patterns of absence
- Pick up patterns of lateness
- Ensure procedures are being followed
- Monitor the major causes of unauthorised absence
- Monitor the percentages of unauthorised and authorised absences.
- To keep the Head Teacher and Governing Body informed about attendance and punctuality.

AUTHORISING ABSENCE

Obtaining a clear and precise reason for any absence is an important element of identifying Child Protection concerns.

Only the school can authorise an absence. It is up to the school to decide if an explanation offered is a valid reason for absence or not.

At Rushey Green School we believe that there must be consistency throughout the school about what is an authorised absence.

If there is any doubt about the parent / carers explanation for an absence, the absence will not be authorised. The absence will remain unauthorised in the short term until a satisfactory explanation is given and discussed with the Deputy Headteacher or Headteacher.

The school will *not* authorise any time out for family holidays. Only at the discretion of the school and in exceptional circumstances, leave may be granted but parents must put their request in writing. If the absence is for an extended period, the school may seek to off-roll the pupil and the parents will need to apply for re-admittance to the school.

Doctors / dentist appointments are not absences unless the child misses the whole session.

A child who has a medical/dental appointment and then comes to school later, can be credited with an attendance for the whole session provided they have attended at the first possible opportunity - this is acceptable lateness. The situation is the same for children who leave school after registration for a good reason such as illness or to attend a medical appointment.

Authorisation for absence for religious purposes will be considered on request. The special circumstances code is to be used at the discretion of the school, e.g. death in the family, moving house etc. All requests for absence must be discussed with the Deputy Headteacher or Headteacher before authorisation.

RESPONDING TO NON-ATTENDANCE

Any member of staff with a question or concern relating to completing the register or the attendance of a pupil must seek the support of the Deputy Head.

Every parent/carer must contact the school on the first day of absence. If no note or telephone call is received from the parent /carer, they will be contacted by the office on the first day of absence by telephone or letter - office time allowing.

If no reason is given for non-attendance or the reason is not accepted as authorised absence, this will be indicated to the parents / carers in a follow-up letter.

Where persistent non-attendance exists without an explanation, the parent will be invited into school to meet with the Head/deputy to discuss what support can be offered.

If there is persistent absence that is authorised through sickness and that absence is affecting the pupil's progress, the school will invite the parents into the school to discuss what support can be offered.

The school will investigate the pupil's circumstances within the school in an effort to identify any school-based difficulties that may be affecting the child's attendance, e.g. bullying. If parents fail to respond to the schools requests to discuss a pupil's absence, the school will refer the matter to the EWO.

To encourage good attendance and punctuality;

- Each week the classes with the highest attendance & punctuality are announced by the Deputy Head teacher and applauded in 'Whole School Assembly.'
- Each half term in assembly the class with the best attendance and best punctuality is awarded a cup.
- 100% attendance and certificates are awarded every term to pupils who qualify.

Reviewed in June 2012, 2013, 2014

Next review June 2015