

Attendance Policy



September 2017

This policy covers many of the articles from the Unicef convention on the rights of the child. Some key ones are listed below.

Article 28 – Every child has the right to an education.





Grafton Primary School

Attendance Policy

Date written: September 2017

Date for review: September 2018

Rationale

Grafton Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a crucial factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Aims

- To work in partnership with pupils, parents/carers and the Local Authority to:
- Raise attendance to meet targets set by L.A.
- Improve punctuality
- Ensure systems are in place to monitor children's attendance effectively and take any necessary action to ensure a child attends regularly
- Raise levels of achievement
- Maximise opportunities both in school and in later life.

Objectives

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of attendance
- To ensure a consistent approach throughout the school

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Author: Carla Robinson

Convention on the Rights of the Child Articles that this policy links to: 28



Grafton Primary School

Attendance Policy

Attendance Targets

The school is set attendance targets each year. These are agreed by the Headteacher and governors and the LA. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school expects the Attendance Officer to liaise with the Headteacher each term if there are any attendance issues.

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent they will be missed. We will consult with all members of the school community and the LA in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on registration regulations and the law relating to attendance.

Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Promote positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by senior managers and the school governors.

Attendance will be an important feature of the School Improvement Plan, if appropriate. Consistent and vigorous monitoring and evaluation procedures will be in place.

Definitions

Authorised absence

An absence is recorded as authorised when a child has been away from school for a legitimate reason (e.g. being unwell) and the school has received notification from a parent or carer. Only the school can make an absence authorised. Not all absences supported by parents will be recorded as authorised, e.g. shopping trips during school hours.

Unauthorised absence

An absence is recorded as unauthorised when a child is away from school without good reason and without the permission of the school.

Holidays

Grafton Primary School have adopted the Local Authority Policy and do not authorise holidays taken during term time.

Any unauthorised absences, including holidays, may result in a Fixed Penalty Notice Fine of £60 per parent per child.



Grafton Primary School

Attendance Policy

Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the Attendance Officer will contact the parent/carer on the first day of absence.

If the parent notifies the school of a child's reason for absence, but the child continues to be absent then an update check will be made by the school in the form of a phone call or home visit.

If the child continues to be absent for more than three days due to sickness/ illness, school require confirmation from the GP to clarify this absence. Forms are available for the GP in the school office.

If an absence is unexplained the school will write to parents for an explanation. If no reason is forthcoming a phone call or home visit will be made.

Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences will result in a meeting with the Attendance Officer.

Anything below 90% is considered by the LA as being persistently absent from school. Where children have persistent attendance problems the Attendance Officer will invite parents/ carers into school to a meeting and this may result in legal action.

Lateness

Lessons starts promptly at 8.55 am. Doors are open from 8.45am.

Lateness is classed as any child coming into school after 8.55 am and doors are closed at this time.

All children arriving after 8.55 am must report to the office where their parent/carer must provide an explanation as to why they are late. This information is recorded and may be used to determine if court action is required.

School finishes at either 3.15pm or 3.20pm (depending on the year group) and parents/carers are expected to collect their children promptly.

Where children have persistent lateness problems the Attendance Officer will invite the parent/carer into school to a meeting. If there is no improvement in punctuality the matter will be referred to the LA Court Officer. Persistent late collection after school may also result in a referral to Children's Services where appropriate.



Grafton Primary School

Attendance Policy

Attendance rewards

As a school we reward good attendance in many different ways to show the children and parents the importance of attending regularly. Good attendance is promoted by all staff and children are taught about their rights to attend school every day.

Signed _____ Chika Anyanwu _____ (Chair of Governors)

Date _____ October 2017 _____