



Attendance Policy

Written by the Headteacher of Durand

September 2009

Agreed November 2009

Revised January 2017 by Deputy Headteacher

Durand Primary School

Attendance Policy

Introduction

When the school is in session we expect all children on roll to attend every day, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We reward those children whose attendance is very good. We also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the *Education (Pupil Registration) Regulations 1995* the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Definitions

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a Child is Absent

When a child is absent we expect parents to notify school on the first day of absence that their son/daughter will not be in school stating the reason for their absence.

If a child has a medical appointment then a note sent to school or a phone call to the office may be made prior to the day of absence.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child. We operate a first day response system.

Requests for Leave of Absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least two weeks in advance. Each request is considered on an individual basis as to whether the absence will be authorised or unauthorised.

Parents do have the right to withdraw their children from school for up to ten days for an annual holiday. We naturally prefer parents to take their family holiday in the normal school holiday periods. Once again each request is considered on an individual basis as to whether the absence will be authorised or unauthorised. Parents are informed of the decision prior to the requested holiday.

Long-term Absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated Unauthorised Absence

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the attendance does not improve, the school will then contact the Education Welfare Department, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

Rewards for Good Attendance

As a school we operate two types of reward for good attendance every half term:

- Class attendance rewards
- Individual attendance rewards

Class Attendance Rewards

- Class attendance is shared with parents via Schoop every week
- Each week during our celebration assembly the class with the highest attendance is awarded a 'star' which is displayed in the school hall
- At the end of each half term the class with the best attendance for that half term selects a class reward to celebrate their excellent overall attendance

Individual Attendance Rewards

- Each half term pupils who have achieved 100% attendance receive a '100% Attendance' certificate and a Gold '100% attendance' sticker in class
- We also reward pupils each half term who have not reached 100% but have achieved 95% or above with a Silver 'Great Attendance' sticker
- At the end of the year any pupil who has achieved 100% for the whole year receives a Gold 100% Attendance Award certificate and a 'goodie bag' of attendance gifts

Attendance targets

The school sets attendance targets each year in consultation with the LA link officer. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Monitoring and review

It is the responsibility of the Governing Body to monitor overall attendance, and they will request an annual report from the Headteacher. The Governing Body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardian.

This policy will be reviewed by the Governing Body every two years, or earlier if considered necessary.

Headteacher:

Chair of Governors:

Date: