



Believing and Achieving Together

Signed:

Date:

Review:

Attendance and Truancy

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims:

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.

Procedure:

Role of the Governing Body

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- nominate a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- ensure that the attendance policy is carried out;
- set the attendance targets for the year;

- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets;
- be responsible for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake the daily monitoring of school attendance via the First Day Contact Supervisor by using an appropriate and effective registration system;
- monitor trends by using data effectively to help strategic planning;
- send to parents, at the end of each half term, an attendance letter for children with less than 95% actual attendance;
- target intervention and support to those children that have been highlighted as poor attenders;
- host fortnightly meetings with the Education Welfare Officer;
- have in place a system for parents to report a child's absence;
- report to the Governing Body the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance during collective worship;
- publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
- award good attendance certificates to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of School Office Staff

The office personnel are responsible for:

- implementing the policy with the Headteacher;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;

- compiling attendance data for the Headteacher, the Governing Body and the Education Welfare Officer;
- ensuring registers are distributed to the teaching staff and are kept up to date.

Role of the First Day Contact Supervisor

School personnel will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance concerns with the class teacher to be highlighted at parent-teacher consultations.

Role of Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time.

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body.

Role of Pupils

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant.

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher and Education Welfare Officer to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the Education Welfare Officer will take the appropriate action.

Dealing with Lateness

The office personnel monitor lateness and inform:

- the Headteacher of patterns of lateness;
- parents of the school's concerns and arrange a meeting so that the problem can be addressed.

Dealing with Truancy

If a pupil is thought to be playing truant then the school will inform:

- the parent/carer;
- the police

All truants will receive:

- sanctions;
- support;
- discussions with the Education Welfare Officer to understand the seriousness of the matter;
- a programme of monitoring and support

The Police must be informed immediately if a pupil leaves school without prior permission.

Absence

Holidays during term time -

"School attendance Departmental advice for maintained schools, academies, independent schools and local authorities October 2014" from Department for Education

School Attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated - pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Can a parent take their child on holiday during term time?

Head teachers should only authorise leave of absence in exceptional circumstances.

If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

If you believe that your child's/young person's absence is deemed to be exceptional circumstances you will need to complete a leave of absence/exceptional circumstances form. These are available from the school office. You will need to include supporting evidence wherever possible. You will need to hand the form into school office **two weeks before** any leave is taken. The Governors will consider your form and decide whether or not to accept your request due to exceptional circumstances.

Religious Observance - a maximum of three days absence is allowed for religious observance.

Medical, Dental or Hospital Appointments - we strongly encourage these appointments to take place out of school time in order not to disrupt the child's education.

Monitoring the Effectiveness of this Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Governing Body.