



## Attendance policy

### **Introduction**

- ◆ **THIS DOCUMENT IS** a statement of the aims, principles and strategies for attendance at Send C of E First School.
- ◆ **IT WAS DEVELOPED** through a process of consultation with teaching and non-teaching staff.
- ◆ **IT HAS BEEN TAKEN FOR APPROVAL** to the Governors in June 2009
- ◆ **THIS POLICY WILL BE REVIEWED** in June 2011.

### **Aims:**

Our aim is that statutory aged children attend school regularly and benefit from the daily learning activities provided at the school.

### **Objectives:**

- ensure methods for recording, informing and communicating authorised and unauthorised absences are known to all staff.
- ensure parents understand the importance of regular attendance at school.
- to deal with school phobics, incidents, e.g. unhappiness, in a positive, sensitive and correct manner, using support agencies when necessary.
- to ensure children arrive punctually.
- to ensure punctuality or absence is followed up straight away.

### **Strategies for Implementation:**

- parents are informed of the attendance policy for entry into school and reminded through newsletters.

- to ensure leave of absence procedure is followed through and agreed with Governors.
- parents to inform by telephone or letter, by 9.30am on the first day of absence, if the child is ill, information is then given to the teachers.
- challenging targets for attendance and shared with Governors and parents and kept up to date with their progress.
- absences and attendances are recorded both morning and afternoon.
- correct code of absence put into register, see registers for information.
- admission secretary telephones the parents on the first day if there is no reason given for absence. (This is part of our Child Protection and Safeguarding procedures).
- admission secretary and teachers are to keep head teacher informed if several unauthorised absences, or 'same' day absences over a course of time. Head teacher to discuss with parents and follow up with a letter if need be.
- admission secretary to total absences, both authorised and unauthorised each term.
- head teacher to follow up queries over absence or unauthorised absences with Educational Welfare Officer or Educational Psychologist.
- involve and talk to parents when problems occur, aiming to be flexible, e.g. After illness or a stay in hospital part, day attendance may be possible, but this has to be agreed between staff and parents. (Or severe illness of a family member).
- to note frequent latecomers and inform the head teacher. The Head teacher will talk to the parents in the first instance and then follow up in writing if need be.
- teachers to know daily numbers of children attending for safety reasons, e.g. case of fire.
- parents requesting leave of absence to fill in a leave of absence form, which will be reviewed against the criteria written on the form. Authorisation will be given if the information meets the criteria.

- parents will be told of Yr 2 SATs dates at the start of the autumn term and no authorised absence for holidays will be given at that time. The head teacher may issue a penalty notice to the parent if any parent persists in withdrawing their child for a holiday.

Monitoring:

- to ensure the policy is working to ensure regular attendance for all children at school. Be positive but follow procedures with our actions when isolated incidences occur of unauthorised absence.

Review:

Review the policy, against Government legislation changes.

Evaluation:

Evaluate the attendance figures to ensure we are working towards the targets set. Check that changes to legislation are in the policy and known to parents, governors and staff.

Signed \_\_\_\_\_(Chair of Committee)

Date \_\_\_\_\_