

Thorn Grove Primary School

Attendance Policy

Aims

Thorn Grove Primary School is committed to providing a full and efficient education for all pupils. We believe that all pupils benefit from education and from regular school attendance. To this end we will organise and do all we can to ensure that all pupils attend school to their fullest and that any problems that impede full attendance are identified and acted upon as soon as possible.

Expectations

What parents and pupils can expect from the school:

- Regular, efficient and accurate recording of attendance.
- Daily early contact with parents by office staff, when their child fails to attend school without providing a good reason.
- Encouragement of good attendance - weekly attendance class trophy.
- Immediate and confidential action on any problems related to the school.

We expect the following from all pupils:

- That they attend school regularly.
- That they will arrive on time and appropriately prepared for the day.

We expect the following from parents:

- That they will ensure that their children attend school.
- That they will ensure that their children are able to arrive on time for school.
- That they will contact the school in confidence whenever a problem occurs that may keep their children away from school.
- That they will give a reason for their child's absence, via the telephone (or text messaging service for deaf parents), class teacher, or a message left in the school office.

- That they will follow any absence with a letter on their child's return to school to explain the reason for absence.
- Will give an indication of when their children are likely to return to school.

Encouraging Good Attendance

We will encourage good attendance in the following ways:

- Accurate completion of registers at the beginning of each session.
- Prompt communication with parents when their child fails to attend without an explanation.
- A record of authorised and unauthorised absences on every pupil's school report.
- Work closely with the Education Welfare Officer (EWO)/School Secretary who will contact families when there are concerns about the number or nature of a pupil's absences.
- Be compliant with Government legislation and not authorising holidays in term time unless exceptional circumstances can be proven.

Responding to Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- If a notification of absence (verbal or written) is not received from a parent they will be contacted by a text from the school between 9.30 and 10.30 am.
- If no response is received the parent is contacted again by telephone.
- If no response is received then this is classed as an unauthorised absence.
- Parents of pupils with attendance of less than 90% will be contacted by letter and requested to explain the absences. (Letter 1)
- If the level of absence does not improve over the following half term a further letter (Letter 2) will be sent notifying parents that school will no longer be able to authorise any further absences unless evidence for their child's absence is provided. This can be in the form of a sick note, proof of medication e.g packaging or prescription or some GP's will provide a signed appointment card.
- When 10 sessions of unauthorised absence are recorded for a child then a referral is made to the EWO who will then follow up any

concerns regarding any unauthorised absences by telephone or home visit.

- Cases of serious concern regarding absences are referred to the Educational Social Worker.
- Lateness will be recorded. Children arriving late will be sent to the office to register their presence once the register has been closed.
- Children arriving after 8.50 am will be marked as late for statistical purposes.
- Children arriving after 9.30 am will be marked as an unauthorised absence for that session.
- Parents of children who are persistently late will be contacted by letter and asked to explain reasons for lateness.

Organisation

In order for this policy to be successful, every member of staff must make their attendance and punctuality a high priority and convey to the pupils by their behaviour, the importance of the education being provided. This means ensuring that all staff arrive to lessons on time and well prepared.

In addition there are the following responsibilities:

Headteacher to:

- oversee the whole policy.
- report to governors.
- report to the Local Authority.
- liaise with the EWO as appropriate.
- assist in planning the return of long term absentees.

School Secretary to:

- oversee the registration process and ensure that registers are completed accurately and on time.
- oversee the collation of attendance data.
- liaise with the EWO as appropriate.
- organise the return of long-term absentees, in conjunction with the class teacher and where appropriate the EWO.

Class teacher to:

- complete registers accurately and on time.
- return registers to the school office at the appropriate time.

- record all reasons for absence in the register, using the appropriate code.
- make a note of any verbal authorisations.
- inform the Headteacher of any concerns.
- encourage good attendance and punctuality.

Targets:

- School targets for attendance will be set annually.
- An analysis of performance against targets will be made termly.

Education Welfare Officer (EWO):

- The School Secretary will meet with the EWO to discuss attendance issues termly. This information will be shared and children with attendance below 90% will be highlighted and letters and meetings with Headteacher arranged.

Governors

A report on attendance will be made to governors termly as part of the Headteachers' report to Governors. This will include details of attendance figures and an overview of measures taken to improve attendance.

Policy agreed: March 2018