

## **Attendance Policy**

### **EVERY SCHOOL DAY MATTERS WHOLE SCHOOL ATTENDANCE TARGETS**

**2011-12 95%**

**2012-13 95%**

The implementation of the attendance policy is the responsibility of all staff.  
It will be monitored by the Head Teacher and will be reviewed annually.

Gillamoor CE Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. The Government has identified persistent absenteeism as having a significant impact on pupils education. The threshold at which a pupil is deemed to be a persistent absentee is where absences are 15% of possible sessions or more. School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

### **AIMS**

The staff and Governors of Gillamoor CE Primary School are committed to providing the best education for our pupils. In order to do this we must:

- Ensure that pupils benefit from regular school attendance.
- Routinely monitor pupil's attendance on a weekly basis in order to eliminate any persistent absence and enable all pupils to achieve maximum possible attendance.
- Ensure that any problems which impede upon full attendance are identified and acted upon immediately.

### **EXPECTATIONS**

We expect that pupils will:

- Attend school regularly
- Arrive on time and be collected on time

We expect that parents will:

- Encourage their children to attend school and ensure that they arrive on time.
- Ensure that they contact the school whenever their child is unable to attend and provide a valid reason for their absence.

Parents and children can expect the following from our school:

- Regular, effective recording of attendance.
- First day contact with parents when a pupil fails to attend and parents haven't informed school with a reason for their child's absence.
- Immediate and confidential advice on any problem notified.
- Support from the Education Welfare Officer and Parent Support Advisor.
- The implementation of appropriate procedures as laid down in the Local Authority's attendance guide.

### **Steps towards encouraging attendance**

- Parents will be reminded of the school's procedures for monitoring and recording school attendance through the schools prospectus and regular newsletters.
- Information about recording attendance and absence is found in each class register.

- A monitoring absence book can be found in the office which states the reason for a child's absence and action taken.
- Systems for rewarding good attendance will include termly certificates for those with 95% or more attendance. End of year awards and certificates will be awarded for full year attendance.

### **Responding to non-attendance**

- **The attendance of pupils is monitored on a daily basis in order to tackle persistent absentees.**
- **First day contact is made with parents/guardians of absent pupils when the school have not been informed as to why a pupil is absent. This is carried out by the School Admin staff and is logged in a book in the office. If the parents/carers cannot be contacted a message is left and the call followed up.**
- **Continuing Absence: If absence continues to be unexplained by day 5, it is referred to the Educational Social Worker.**
- **Attendance of persistent absentees is closely monitored with clear steps taken in line with Local Authority guidance.**
- **Half Termly meetings with the Education Welfare Officer (EWO) and Headteacher are held to share attendance concerns.**
- **Parents will be notified termly by letter when attendance is giving cause for concern i.e. falls below 95%**
- **Persistent absenteeism is measured by:- 46 or more absences over the year ie the 15 % threshold ( 22 or more the first term, 39 or more by end of 2nd term, this can vary depending when Easter is)**

### **Frequent Absence**

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the pupil and parents/carers. If this is unsuccessful the school will refer to the appropriate professional, including Medical Advisers if necessary. The school will seek advice from the EWO.

### **During Absence and on Return**

During a pupil's absence it is important to ensure that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. Parents are encouraged to request work during any absences to sustain continuity of education. The school will provide appropriate work.

### **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, these will be retained for a longer period if appropriate.

### **Holidays in term time**

Holidays during term time are to be discouraged, specifically in May and September. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider authorising up to 10 days absence but parents must apply in advance for permission.

A sample holiday request form can be found in Appendix A.

**Policy date: May 2012**

**Review date September 2012**

**Alison Tweddle Headteacher**