



BEECHWOOD
Primary School

**ATTENDANCE
POLICY DOCUMENT**

MAY 2016

SCHOOL ATTENDANCE POLICY

Rationale:

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parents/carers, the local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To improve the quality of school life.
- To create a culture in which good attendance is 'normality'.
- To demonstrate to pupils, parents/carers and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself.
- To be consistent in implementation, both in terms of rewards and sanctions.
- To value the individual and be socially and educationally inclusive.

Objectives:

- To involve the children more in their school attendance.
- To improve communication with parents about regular school attendance
- All school staff to continue to take responsibility for children's attendance.
- To recognise the important role of class teachers and learning mentors in promoting and monitoring good attendance.
- To ensure time and organisation within the school to enable the Aims and Objectives to be met.
- Effective working relationship with Education Welfare Service, and the reporting of half-termly figures to the service.

Targets:

- To have an effective means of collecting and monitoring attendance information.
- To discuss the setting of targets for the school with the Education Welfare Officer and the School Improvement partner.
- To ensure that data is available and used effectively by staff in conjunction with the EWO.
- To agree specific targets for individuals, groups, year groups and the whole school in a context of all known relevant factors and record these.
- To target resources and implement these effectively.
- To keep parents, pupils and governors informed of policy, practice and outcomes.

- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Looked After Children.

Parents will be advised of our work on attendance:

- when their children first start at our school,
- through Home-School contracts,
- through attendance newsletters,
- at parents' evenings,
- on the school website.

Children will be advised of our policy and work on attendance:

- in assemblies,
- in the classroom,
- during appropriate areas of the curriculum.

Procedure:

- Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
 - Authorised (where the school approves pupil absence)
 - Unauthorised (where the school cannot approve absence).
- It is expected that parents will provide an explanation of the reason on the first day the absence occurs. This can be by letter, telephone, personally at the office or by appointment.
- If contact, explaining the child or young person's absence, fails to be made by parents, then the school will contact the home by telephone on the initial day, following this with a letter after 3 days of unexplained absence. This contact will be recorded. If the school is unable to contact the parents then a home visit will be made for Safeguarding purposes.
- The head teacher will regularly remind parents of the importance of good attendance and punctuality.
- Children with good attendance and their parents will be rewarded by the school.

Identification and possible referral to Educational Welfare:

- Identification is made by the teacher or other persons managing attendance.
- Concerns are passed to the person responsible for contacting parents.
- Person responsible will contact parents with letter 1.
- Following the letter, there will be four weeks' monitoring of the child's attendance.
- If there is no improvement, at this point attendance letter 2 may be sent and parents can be invited in for a meeting.
- After four weeks' monitoring, parents will be informed of the referral to the Education Welfare Service for those pupils who have built up unauthorised absences.
- Referral to Education Welfare Service will be made if attendance has not improved and a final warning letter may be appropriate. The situation can result in a fine and/or prosecution.
- The referral to the Education Welfare Service will consist of the referral form, copies of all

correspondence and a copy of the child's attendance certificate.

Parents and carers need to be aware that Cheshire East Council in conjunction with schools are operating Fixed Penalty Notices for non attendance.

Completing the Register

- The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session.
- Registers provide the daily record of the attendance of all pupils; they are legal documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school.
- Registers are required to be marked in ink. Any alterations should be visible and explained. Tippex or similar products may not be used.
- The register should be marked using the symbols advised by Cheshire East County Council.
- With computerised registers, the Board of Governors is responsible for registering with the Data Protection Registrar under the Data Protection Act.

Lateness

- School begins at 8.55am and pupils are expected to be in school for registration by this time. The classroom doors are opened at 8.45am for any child or parent who wishes to arrive early.
- Where persistent lateness gives cause for concern parents will be contact by the school and support offered.

Family Holidays during term time

The headteacher cannot authorise any leave of absence during term time. Leave of absence for other reasons can be requested but will only be authorised in exceptional circumstances. If unauthorised leave is taken the school must inform the Local Authority and a fixed Penalty Notice of a fine may be issued, in some circumstances this could result in a criminal prosecution, see Appendix 1.

ATTENDANCE POLICY

This policy was adopted at a meeting of the Governing Board on

Date to be reviewed: **Summer 2018**

Signed:

Name of signatory :

Valda McGee

Yvonne Gandy

Role of signatory:

Headteacher

Chair of Governors

APPENDIX 1

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance