



PETTERIL BANK COMMUNITY SCHOOL Attendance Policy



Rationale

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Petteril Bank Community School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Aims

The policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum.
- Promoting opportunities to celebrate and reward pupil's successes and achievements
- Raising awareness of the importance of good attendance
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

What is expected of Parents/Carers.

Parents are vital in ensuring children attend school on a regular basis.

We expect parents to

- Inform the school on the first day absence either by phone, coming into school or by letter.
- To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn.
- Provide a reason for any lateness.
- To work closely with the school, children's services or outside agencies to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in exceptional circumstances.
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS.
- To support their child and recognise their successes and achievements

A pupil's absence from school will be considered as unauthorised until a satisfactory explanation is received. All unaccounted absences will promptly investigated. Parents will be informed if the school has any attendance concerns. Class teachers are available for support if parents or pupils are experiencing difficulties with attendance, the Head teacher and/or external services can also offer support should the need arise.

Authorised/Unauthorised absence

Absence for a family holiday can be only be granted in exceptional circumstances. Parents must speak to the head teacher and then write a letter stating the dates of the holiday and why they consider the holiday is exceptional. Unless there are exceptional circumstances holidays will not be authorised.

Absence will be authorised for:

Sickness, unavoidable medical/dental appointments, however whenever possible these appointments should be made outside of school hours

Days of religious observance, exceptional family circumstances.

Absence will not be authorised for

Shopping trips, looking after other family members, domestic chores, birthdays or similar events.

Registration

Registers will be taken punctually each day at 9am and 12.55 pm. If a pupil arrives after 9.00am they will be recorded as late. If a child arrives after 9.30 then they will be marked as late after the register has closed and this will be recorded as such in the register, this will in effect be an absence mark.

Monitoring

The head teacher will review the attendance of all the schools pupils on a regular basis and any pupils identified as cause for concern or less than 85% attendance on a more regular basis. A letter will be sent to the parents of any pupil identified as having attendance problems informing them of the school's concerns and offering support to resolve any problems that may be impeding a child from attending. The pupil's attendance will be closely monitored and if after a four week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the head teacher and hopefully resolve any issues preventing the pupil from attending. If the parent/s do not attend the meeting or after such meeting the attendance of the pupil does not improve a formal referral to children's services will be made.

Role of the Governors

The governors will monitor attendance at each governors meeting. The head teacher provides details of attendance in school at each Governors meeting as part of the head teacher's report. The Governors will support the head teacher in developing strategies to improve school attendance.

Monitoring and review

This policy is monitored on a day-to-day basis by the head teacher, who reports to governors about the effectiveness of the policy on request. The attendance policy is the governors' responsibility and they review its effectiveness annually. They do this by discussion with the head teacher. The policy will be reviewed every two years

This policy was agreed by the governing body on 19th May 2016

Date of next review May 2018