

	Name of School	Corbets Tey School
	Policy Adopted Date	11/01/2016
	Next Review Date	11/01/2017
	Reviewed by	Governors Name: <u>SGill</u> Governors Signature: <u>[Signature]</u>

Attendance Policy

Statement of Intent

Corbets Tey School aims to work with parents and to encourage and assist all pupils and students to achieve excellent levels of attendance.

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

Rights, Responsibilities and Roles

The rights of each child to have full opportunity to attend school is recognised. The responsibility of each family to ensure that this attendance is supported is recognised. The school bears responsibility both for ensuring the education on offer is appropriate and also to monitor the attendance of each child.

School Aim

Staff will set a good example in matters of attendance and punctuality and will promptly investigate all absenteeism and lateness.

Pupils

Pupils will be supported to ensure that they attend school regularly and on time. It should be noted that the majority of pupils and students are transported by authority transport. The school liaise with the transport department to facilitate the arrival of children and young people in good time.

Parents

Parents are legally responsible for ensuring their child's regular and punctual attendance. Parents and their children are asked to enter a Home/School agreement to adhere to the school policy on attendance. Parents are asked to immediately inform the school concerning any actual or potential absence.

Registration (including Punctuality)

In Corbets Tey School the registration is considered to form an important part of each child and young person's personal and social development programme. Registration will take appropriate forms in classes and might include a collective and individual song on occasion.

The importance of the registration process is stressed – this includes its legal aspect and also as a necessary part of providing an orderly start to the school session.

Registers will be taken punctually each day:

- between 9:00 and 9:30am
- between 1:00 and 1:30pm

Staff will utilize formal attendance codes as appropriate.

The register will normally be taken by a class teacher except in circumstances in which the teacher delegates this task to a teaching assistant.

Authorised/Unauthorised Absence

The school will determine whether an absence is authorised or unauthorised.

School requests that all absences are explained by the parent or carer. As the school operates a very close parent partnership it will be sufficient for a telephone communication to confirm such reasons on occasion. Calls to and from the school are recorded.

Absence from school may be authorised if it is for the following reasons:

- sickness
- unavoidable medical/dental appointments
- days of religious observance
- education in alternative and agreed circumstances
- exceptional family circumstances, such as a bereavement.

Wherever possible parents are asked to arrange for medical and dental appointments to take place outside of normal school hours. However school recognises that the nature of individual needs of individual children will necessitate on occasion significant health support including that of attendance at hospitals including those out of the region.

Parents can only book family holidays during term time if this is in exceptional circumstances. This will require written authorisation from the Headteacher, see appendix 1.

Procedures for Following Up Absence/Lateness

School follows attendance closely and will contact parents immediately if an absence without reason occurs.

This will be actioned by administrative staff if no reason is recorded by the class staff in the register by the time at which registration closes at 9.30am. It is the responsibility of every class teacher (or those acting or covering for the class teacher) to notify the Systems Support Assistant or the Business Manager in their absence by 9.30am if no explanation for a pupil absence has been received. The Systems Support Assistant will attempt to make contact with parents/carers and if no reason has been obtained by 10.30am, then this information will be passed on to the Headteacher or the Deputy Headteacher in their absence. The Headteacher or Deputy Headteacher will then take appropriate action to ensure that all safeguarding issues are considered and actioned where necessary.

School will work closely with parents to facilitate appropriate attendance.

In rare circumstances but where the above does not appear to prove effective the educational welfare service will be invited to consider follow up.

Strategies for Promoting Attendance/Punctuality

The school regularly reviews its general curriculum offer. Surveys of children and parents indicate that children and young people enjoy school. If a child or young person appears unhappy in school this will be followed up and appropriate action taken. This is in support of children and young people wishing to attend school.

School wishes to note that on occasion in circumstances in which a child appears to be very unwell that parents will be contacted to invite their collection. This is in support of the child concerned and also the general health and welfare of other children and members of staff.

The school offers an attendance certificate to one class per week in order to offer recognition of successful attendance and regular reminder.

The governing body will be kept informed of attendance data termly.

In cases in which a child has enforced absence through particular medical intervention such as – e.g. leg(s) in plaster or supported by splints – the child will be gradually phased back into the school. Appropriate advice will be sought, e.g. from a physiotherapist, concerning travel around school and required support.

Collection of Attendance Data

The school will collect and analyse attendance data on all children including individually or for vulnerable groups where needed (see Single Equality Policy and LAC Policy)

This information will be used to assess the impact of the school's attendance practices and interventions to inform future strategies and interventions.

Basic attendance data will be collected by class staff and entered into SIMS by class staff and then further considered by members of the Senior Management Team and School Governors.

Any cases of persistent or unusual absence patterns will be fully investigated by the Senior Management Team.

The school will follow the unique child model – considering each child entirely as an individual.

Attendance Officer

The attendance officer will be **Mrs Emma Allen**, the Headteacher. This policy will be reviewed on an annual basis.

Related Policies

Single Equality Policy
LAC Policy

APPLICATION FOR PUPIL ABSENCE DURING TERM TIME

As a parent you will understand that regular attendance at school is necessary for your child/children to make good progress with their education. Therefore we hope that family holidays will be arranged in the school holiday periods. Request for leave of absence for pupils may only be made on the understanding that the circumstances are exceptional and should be made by the parent or guardian and forwarded to the Head teacher at least 14 days before the period of absence.

NB: The Local Authority may consider issuing parents who take children on term time holidays with a Penalty Notice.

The Penalty Notice will be issued in line with the Local Code of Conduct section 11 that states that a Penalty Notice may be issued:

“Where a parent has taken the pupil on holiday during term time without the school’s authorisation or (in cases where the school has authorised absence for a holiday) has failed to return the pupil to school on the date agreed with the school”

Authorisation for absence is unlikely, therefore, to be granted for the purposes of a family holiday unless there are educational, emotional, social or other benefits to the child. For our pupils there are many benefits that can be gained from experiences outside the classroom. Please telephone the school if you would like to discuss an absence request.

Name of Pupil _____ Class: _____

Inclusive holiday dates

From: _____ To: _____

Reason/benefit for term time absence: _____

Location of Holiday: _____

Total Number of Days Requested: _____

Signed Parent / Carer: _____

Name of Parent/Carer: _____

Date: _____

Date Form Received in School: _____

Pupil Name: _____

Permission authorised by Headteacher Yes No

Signed: _____ Date: _____

The reason for this decision: _____

Total Number of days granted this academic year to date (including this absence): _____

Check List Enter Date Received Obtain Headteacher Signature Enter on Sims Photocopy to parents Filed