

Greystoke Primary School



Attendance Policy

This policy has been formally adopted by the Governing Body of Greystoke Primary School. It will be reviewed by the Governors and Head teacher in conjunction with the staff two years from the date of signature below.

Signed..... Date.....

Review date.....

Greystoke Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish and maintain an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Greystoke Primary School will establish and maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Aims

- To improve the overall percentage of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Education Social Work Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Rights and Responsibilities

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school on a regular and full-time basis.

Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

Every half-day absence from school has to be classified by the school (not by the parents) as either authorised or unauthorised. This is why information about the cause of each absence is always required.

Governors are responsible for ensuring that attendance registers are kept, in line with LA policies. Governors are responsible for monitoring the levels of attendance and ensuring that correct practices are in place to improve levels of attendance.

The Head Teacher is responsible for ensuring that attendance registers are correctly maintained and analysed.

Procedures

Absence

Pupils should be in their classrooms ready for registration by 8.50am every morning and by 1.10pm every afternoon.

Parents should inform the school of a reason for the absence as soon as possible and before 10.30am on the first day of absence. If a pupil is absent at morning registration and the school has not received a contact from the parent by 10.30 am, the Office will contact the parent by telephone as a matter of concern. When the pupil returns to school a written letter explaining the reason for absence should be sent into school.

Parents should keep the school informed if absence is likely to be for longer than 5days.

Lateness

If a pupil arrives in school after the register has been sent to the Office pupils will need to report their attendance to the Office.

Registers close ½ hour after the beginning of the school session. A late mark is awarded if arrival is between 9.00 and 9.20am. Absence mark is given if arrival is after 9.30am.

Medical appointments

Pupils who have previously arranged medical or dental appointments will need to notify school prior to the day of the appointment.

If a pupil is absent without legitimate reason for any part of the day after the initial registration the pupil will be marked absent.

Holidays

No holiday to be authorised in term time as per government legislation.

Strategies for promoting good attendance.

- Monthly class certificates to celebrate highest attendance.
- Making contact with parents on first day of absence
- Monitoring patterns of absence

Monitoring

Individual pupil's attendance will be monitored by school staff and in all cases any non approved holidays will count towards attendance records. Any attendance which falls below 92% will cause concerns. Any attendance below 82%, without legitimate reasons will be referred to the Educational Welfare Officer for further action.

Information about attendance matters will be shared with parents. Information about individual pupil's attendance will be reported with the pupils' annual report.

The policy will be monitored by the Governors termly.