

SOWERBY COMMUNITY PRIMARY SCHOOL

ATTENDANCE AND REGISTRATION POLICY

Purpose

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so they can take full advantage of the educational opportunities available.

This policy should be read in conjunction with the policies on admissions, PSHCE and school session times. The home school agreement is also pertinent.

Aims

- * To fully meet the legal framework governing school attendance and the responsibilities of parents as set out in a succession of Acts, guidance and regulations.
- * To ensure consistency in marking registers
- * To ensure that any issues of non-attendance are dealt with swiftly and offer guidance to parents.
- * To specify the school's arrangements for authorising absence from the school.
- * To encourage attendance at school.

Registration process

Registration takes place twice a day. Morning registration begins at 8.50am. Afternoon registration begins at 1pm.

Registers are marked according to the agreed symbols. (Appendix 1)

At 9am and 1.10pm the registers are sent to the office. Any child arriving after this time should be sent to the office.

The registers close at 9.15am. and 1.15pm

Children arriving between 9am and 9.15am are given a late mark.

Any child arriving after the registers have closed at 9.15am will be marked 'authorised absent' if a satisfactory explanation can be given. Their presence on site will be recorded with the appropriate code.

Any child arriving after the registers have closed at 9.15am without a satisfactory explanation will be given an unauthorised absence. This will be followed up by the Headteacher and LA.

Authorised / unauthorised absence

If a child is to be absent from school it is the duty of the parent or carer to inform the school. This is recorded on an absence slip and placed in the register for the teacher to note. If the school has not heard by 9.15am then they will contact the parent.

Absence can be authorised if:

- * The pupil is ill or attending a medical appointment.
- * The pupil can not attend due to unavoidable cause.
- * The pupil is absent with leave granted by the school.
- * There is a family bereavement.
- * The pupil is attending the school in connection with a prospective place.
- * The pupil's transport fails to arrive.
- * The pupil is attending a religious festival.

Unauthorised absence is when:

- * No explanation is forthcoming from the parent
- * The school is dissatisfied with the explanation
- * The pupil is absent for unexceptional circumstances – birthday/buying school uniform/holiday.

Roles and responsibilities of Headteacher, Staff and Governors

The **Headteacher** will ensure that:

- * Pupils are registered accurately and efficiently.
- * Attendance targets are set for individual pupils, classes and year groups.
- * Parents or carers are contacted when reasons for absence are unknown or unauthorised.
- * Pupil attendance and lateness are monitored regularly.
- * The reward system for good attendance is implemented.
- * School attendance statistics are reported to the LA and governing body.
- * The LA officer is provided with registers of attendance and supported in following up long term absences.
- * Pupils absent for long periods of time because of ill-health receive appropriate learning support.

All **Teachers** are expected to:

- * Register pupils accurately and efficiently.
- * Complete number totals daily
- * Report pupil attendance and lateness daily.
- * Encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

All **Pupils** will be encouraged to:

- * Attend school regularly
- * Inform staff if there is a problem that may lead to absences.

All **Parents and carers** will be asked to:

- * Ensure the child attends school regularly
- * Inform the school on the first day of absence by 9am
- * Discuss planned absences with the school in advance

Arrangements for monitoring and evaluating

The Headteacher will, on a termly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The data will be analysed by gender, year group and ethnicity. The Headteacher and the governing body will evaluate the data and decide what, if any, further action is required.

Celebrating and encouraging good attendance

We are mindful of creating a learning environment where children want to attend.

Any children displaying reluctance to attend should be brought to the attention of the SENDCO (Miss Merifield), Learning Mentor (Mrs Clark) and Headteacher (Mrs Ungerechts).

Class teachers should work sympathetically with parents to resolve the situation.

Daily 100% attendance should be celebrated with the class.

Certificates and prizes will be given at the end of term and school year for 100% attendance.

Letters Home

Weekly attendance will be shared in the newsletter.

Letters will be sent home to parents termly informing them of their child's attendance if it is dipping below expected levels. Mrs Clark maintains and manages this.

Equal opportunities

This policy applies equally to all children irrespective of their age, ability, race, or disability. However the special circumstances of some groups of children will be taken into account when monitoring their attendance. E.g. Children with medical needs / children celebrating religious festivals etc.

Date established by Governing Body:

Headteacher:

Date:

Chair of Governors:

Date:

Updated Autumn term 2015