



Pondhu  
Primary School

## Attendance Policy

**Policy Number M 6**

Date of Last Review:	Spring Term 2015
Date of Next Review:	Spring Term 2018

## PONDHU PRIMARY SCHOOL

### **WHOLE SCHOOL ATTENDANCE POLICY**

#### **Philosophy**

Pondhu Primary School is committed to providing a full and effective educational experience to all pupils in line with Article 28 – “Every child has the right to an education. Primary education must be free.” We believe that if pupils are to benefit from education good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede full attendance will be identified and addressed as speedily as possible. This is underpinned by Article 29 - Education must develop every child's personality, talents and abilities to the full.

It is the policy of our school to celebrate achievement rewarding good attendance with prizes and certificates. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

#### **Principles**

Ensure that all staff are aware of the registration process and receive in-service training on registration regulations and education law.

Complete accurate registers at the beginning of each morning and afternoon session within 30 minutes of the start of the session.

Encourage parents/carers to contact staff early on the first day of absence and give accurate contact information.

Promote positive staff attitudes to pupils returning after absence.

Reward children who attain an attendance of 100% with a prize and a certificate each term. There will be a special certificate and award for children who attain 100% attendance over the whole year. The parents will be circulated with the names of all these children.

Consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

Regular evaluation of attendance procedures by senior managers and the school governors.

Send newsletters to parents and pupils informing them of attendance and related issues as appropriate

Work towards ensuring that all pupils feel supported and valued. Send a clear message that if a pupil is absent, she/he will be missed.

### **Procedure**

If no contact is received from the parents/carers of an absent pupil a member of office staff will:

- Contact the parent by telephone, email or text, or another named contact, on the first day of absence.
- If no response is obtained the school will then:
- Write a letter requesting information,

If the above actions do not elicit an explanation for the absence a second letter will be sent, after several days of unexplained absence, the school Education Welfare Officer (EWO) will be consulted.

If the absence continues the case will be further discussed with the Education Welfare Officer for the school and further action planned.

After a maximum of 10 days absence, unless other action is planned, the parents will be invited into the school by the head teacher. This meeting will include a senior member of staff, parents, pupil and the Education Welfare Officer. The aim of this meeting will be to **identify** and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.

If the pupil's difficulties are not resolved at this meeting then a formal referral will be made to the Education Welfare Officer, and formal intervention planned.

If the pupil is returning to school after an absence of longer than two weeks there will be provision to allow the pupil to ease back into the school system. In the event of a pupil returning after a long term absence then an individual reintegration programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible.

In order for this policy to be successful, every member of the school staff, by their behaviour, must make attendance a priority and convey to the pupils the

importance of their education. This means ensuring that all teaching staff attend regularly, arrive on time to lessons and are well prepared.

### **Monitoring**

To ensure the school maintains an appropriate focus on improving and monitoring attendance the following monitoring arrangements have been made:

- First day phoning, text or email to confirm reason for pupil absence, followed by required actions outlined above)
- The school office will produce a daily register of absence and the identified reasons.
- The nominated governor will regularly review the daily absence registers and sign to indicate these have been checked.
- The Headteacher (or Assistant Headteacher) will be informed of any concerns identified by the school office or governor.
- The Headteacher / PSA has termly attendance review meetings with the EWO to review whole school attendance and take action as required.
- The Governing Body will monitor attendance by receiving reports at least termly on attendance, developing trends and progress towards reducing absence.

### **Lateness**

The school recognises the need for a careful balance to be struck between being too punitive and too accepting of a pupil's lateness. Once the reasons for lateness have been established, the parents, pupil and school need to work in partnership to resolve the difficulties. The dilemma is that if action is not seen to be taken against latecomers other pupils may follow suit, amplifying the problem.

For pupils who are late for school because of their domestic or family situation an effective intervention must be put in place.

Where familial situations are such that it is difficult, sometimes impossible, for the pupil to arrive on time, consideration should be given to an appropriate referral to an outside agency or voluntary service. Schools can request advice from their Education Welfare Officer on this issue.

Where a child is persistently late (more than 3 times in a half-term) the parents will receive a letter informing them of their legal duty to have the child in school at the correct time.

If lateness continues the Education Welfare Officer will be contacted to meet the family and discuss a suitable strategy to get the child to school on time.

## **UNAUTHORISED ABSENCE**

This is recognised as absence without the permission of an authorised representative of the school (in effect the Headteacher).

The school requires that form (appendix A) is completed and returned to the Headteacher for authorisation of planned absence. The Governing Body have directed the Headteacher to use discretion when considering absence, however the governors support the government guidance of no absence during term time unless in exceptional circumstances.

A summary of this will be reported to the Governing Body termly.