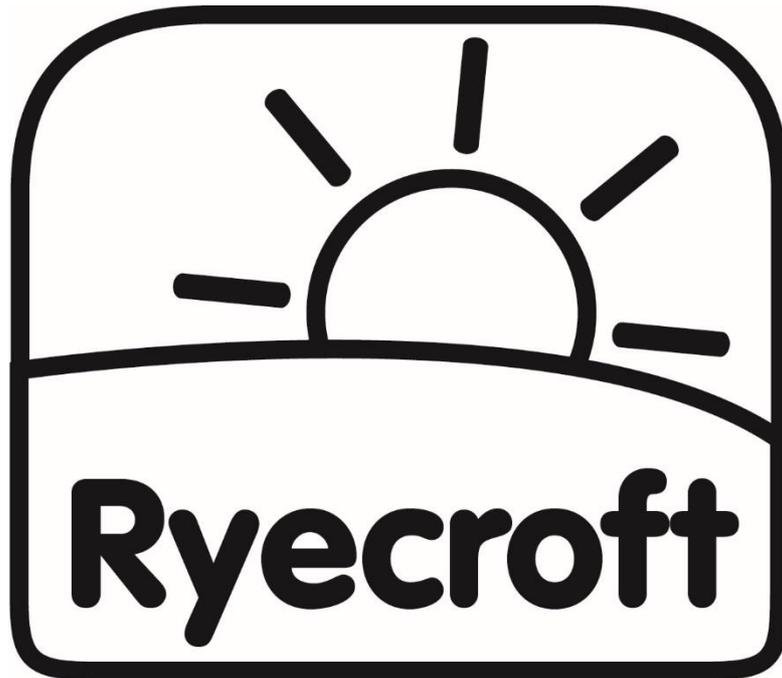




Attendance and Absence Policy



**Primary
Academy**

Presented to Staff:

May 2017

Next Review:

May 2018

PUPIL ATTENDANCE AND ABSENCE

Introduction

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. The 'otherwise' includes home education.

The Education (Pupil Registration) Regulations make provisions for the necessity of admission registers and attendance registers of pupils as well as the granting of leave of absence for pupils. Parents may not authorise absence; only Principals or those authorised by the Principal can do this. Schools may authorise any absence but inappropriate use can be just as damaging to a child's education as unauthorised absence.

Monitoring and controlling school attendance are a key part of Ryecroft Primary Academy's objectives. We believe that:

- Responsibility for promoting school attendance is shared by everyone in the school.
- The attendance policy touches all aspects of the school's life, and relates directly to the school's values, ethos and curriculum.
- Rigorous collection and analysis of data about attendance enables the school to check its progress against measurable outcomes.

Attendance at school is a vital part of a pupil's education and has a heightened profile in this school with the Principal having responsibility for whole school attendance as well as oversight of the school's pupil welfare system.

The governors and Principal believe that it is important that the children in their care do not lose any schooling unnecessarily. In the primary phase, this places the responsibility on parents and carers to ensure regular attendance.

Objectives and targets

The aims of the attendance policy are:

- To encourage pupils to attend school regularly and therefore be able to take full advantage of the educational opportunities available.
- To secure attendance at school unless absence is authorised.
- To identify problem areas that would explain non-attendance.
- To work together with parents and the educational social worker where necessary to maintain good attendance, securing help for pupils and/or parents with problems.

Action plan

Ryecroft Primary Academy has implemented the following procedures:

- Publication regularly to the parents and pupils of the arrangements for notifying absence and the school's policy towards authorised absence via the school's website and by other means as necessary.
- The governors, Principal and members of staff are also kept aware of the school's policy on attendance and absence.
- A reward system for good attendance at school.
- A first day contact with parents of children who are absent from school without prior knowledge.
- The Safeguarding Officer (in conjunction with the Principal) will be responsible for attendance and will liaise with the LA on measures to be taken if a pupil appears to be missing from education.

In order to deal with attendance problems effectively and efficiently, the following strategy will be followed by the school:

- Registers will be marked accurately according to guidance in the staff handbook and in the register files.
- Attendance records kept for every class and all non-attendance checked against the daily register that will be taken at the beginning of the morning session and before the last period of the afternoon.
- A weekly computer print-out will highlight any pupil whose attendance is below 90% and their parents will be informed of this and asked to attend an interview with the Principal and/or the Safeguarding Officer and class teacher. Parents will be reminded of their obligations to ensure attendance and a programme of support will be agreed if necessary. On a second occurrence, parents will be reminded of the legal action that can be taken and the fine that can be imposed.
- A weekly, class by class, check by teachers of any student whose attendance is below 90%.
- Parents will be sent the list of authorised absences together with a pro-forma to be used to inform the school about any such absence.
- The education welfare service will be informed about continued/regular absence or habitual lateness.
- Family holidays must be requested at least a fortnight in advance, will be considered on an individual basis **and will not normally be granted** except in exceptional circumstances.
- We will use the support of the Local Authority's ESW service to fine families failing to comply with this policy. The Penalty Notice is for £60 per parent, per child if paid within 21 days and £120 per parent, per child if paid after this date but within 28 days.

At all times, parents will be informed of problems with any of the above.

Parents will have the responsibility to:

- Make sure their children are educated between the age of 5 and 11 to the fullest extent.
- Inform the school on the first day of absence and secure prior authority for authorised absences.
- Co-operate with school and the education welfare service if there are attendance problems.
- Make sure that your child has had a good night's sleep – children need to be wide-awake to learn.

Parents do not have the right to take children on holiday in term-time. Family holidays must be requested at least a fortnight in advance, will be considered on an individual basis and will not normally be granted except in exceptional circumstances.

Monitoring and evaluation

The Principal will keep attendance regularly under review and report to the governing board once a term on the attendance figures and any particular problems.

The policy will be evaluated by the governors following reports from the senior management, education welfare officer and others.

Reviewing

The policy will be reviewed and altered in the light of any concerns brought by from any of the above and where changes in legislation make it necessary and on an annual basis regardless.

Next school review due May 2018