

ATTENDANCE AND TRUANCY

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We believe truancy is a matter that we treat very seriously as we feel pupils are not only losing valuable learning time but they are putting themselves at serious risk as the school and their parents are not aware of their whereabouts. .

Aims

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To have in place procedures to prevent truancy.

Procedure

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- undertake the daily monitoring of school attendance via the School Secretary by using an appropriate and effective registration system;
- monitor trends by using data effectively to help strategic planning;
- target intervention and support to those children that have been highlighted as poor attenders;
- have in place a system for parents to report a child's absence;
- report to the Governing Body the attendance figures and progress to achieving the set targets;
- remind parents of their commitment to this policy;
- promote the importance of attendance during collective worship;
- award good attendance badges to pupils when they have achieved 100% attendance;
- introduce rewards and incentives to encourage punctuality;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;

Role of the School Office Staff

The office personnel are responsible for:

- implementing the policy with the Principal;
- monitoring individual and class attendance on a daily basis;
- keeping the Principal informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;
- compiling attendance data for the Principal.
- ensuring registers are distributed to the teaching staff and are kept up to date

Role of the School Secretary

The School Secretary is responsible for:

- contacting parents if they have not reported their child's absence by 10.00 a.m;
sending a letter if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- contacting the key worker if a child is on the child protection register and no reason has been given for the child's absence;
- informing the Principal of trends in absence

Role of School Personnel

School personnel will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- ensure that registers are taken at the appropriate times and are accurate and up to date;
- monitor class and individual attendance patterns;
- inform the school office of any concerns about attendance or suspected truancy;
- emphasise the importance of punctuality and good attendance;
- discuss individual pupil attendance at parent-teacher consultations

Role of Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time

Role of Pupils

Pupils are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- knowing the seriousness of truancy, attending classes during the school day and not playing truant

Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Principal and to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.

Dealing with Lateness

The office personnel monitor lateness and inform:

- the Principal of patterns of lateness;
- parents of the school's concerns and arrange a meeting so that the problem can be addressed

Dealing with Truancy

If a pupil is thought to be playing truant then the school will inform:

- the parent/carer;
- the police

The truants will receive:

- sanctions;
- support;
- a programme of monitoring and support

The Police must be informed immediately if a pupil leaves school without prior permission.

Absence

Holidays during term time – parents may take their children on holiday during term time (10 days in any one year). Parents are asked to complete a holiday form requesting permission to take their child on holiday.

Religious Observance – a maximum of three days absence is allowed for religious observance.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

