

	<h2>South Bersted CE Primary Attendance Policy</h2>
Web and/or Internal	Web & Internal
This policy should be reviewed every	Every three years
Policy approved by Governors	Spring 2018
Date of Review	Spring 2021
Member of staff responsible	Business Manager
Policy created by	SBS

We place great value on regular and punctual attendance in order to maximise the learning opportunities for our pupils and to ensure their well-being. We will:

- Monitor attendance
- Promote good attendance
- Quickly respond to poor attendance

The government expects 'Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly' (DfE Advice on School Attendance, July 2012).

The Home-School Agreement encourages good attendance and makes clear what is expected of pupils, parents and school.

### **Registers:**

Registers are completed electronically at the start of each session. In the event of any electronic register not being available (whether the internet is down or a supply teacher is teaching the class) this is taken manually and entered onto SIMS by the admin staff as soon as is practical.

### **Absence:**

*First Day Contact:* Parents are encouraged (via prospectus and letters) to contact the school by telephone, email, note or verbal message on the first day of absence.

Where no explanation is forthcoming the School Office will attempt to contact the parents by telephone, including the use of emergency contact numbers. Where no contact is made the Local Authority will be contacted for advice in the case of:

- Pupils with poor attendance records
- Pupils on the Child Protection Register
- Pupils identified as being at particular risk or with welfare concerns

If no explanation for the absence is received, a letter is sent to the parent requesting a reason for the absence.

Since 1<sup>st</sup> September 2013 schools have been unable to authorise any leave of absence during term time unless there are very exceptional circumstances. Parents taking children out of school without authorisation will be issued with a 'fixed penalty notice'. Fixed penalty notice fines will also be served on parents if their children have poor attendance and other strategies to improve the attendance have been unsuccessful. If a child does not return to school within 10 days of an agreed period of absence the school reserves the right to remove that child from roll.

Absence requires notification in advance. Parents/Carers who wish to request leave of absence are required to complete the request form and return to the School Office. Children must be collected and returned via the School Office, and signed in/out in the appropriate book. Children will not be allowed to leave the school during the day unaccompanied without parental consent.

If a child leaves the school site, without permission, during the school day then:

- The parents or emergency contact will be telephoned
- A search will be made of the locality if possible
- The Police will be contacted

### **Monitoring**

The Headteacher/Admin Assistant will monitor attendance and liaise with the Local Authority or Governing Body. Attendance will be monitored through inspection of the registers by the school, and by analysis of the data required in SIMS Attendance. Reports will be given to the Governing Body each term within the Headteacher's report. Comparison of data will be made with County and national statistics. Formal monitoring takes place half-termly and individuals causing concern will be invited to attend an Attendance Review meeting with the Headteacher.

Unsatisfactory attendance will result, initially, in a letter from the school. This forms part of the case work file and the underlying causes for poor attendance will be identified and, where possible, addressed. A referral to the Local Authority will be made if casework procedures do not improve attendance.

The use of Fixed Penalty notices or Parental contracts, agreed with the Governing Body, will be considered if appropriate.

Attendance will be discussed with parents during termly consultation meetings with the child's teacher and matters of concern raised with them.

Annual awards for excellent attendance are presented at the end of the Summer Term.

For further guidance please refer to the School's information booklet; 'Attendance and Absence – a guide for Parents and Carers', which is available on the school website, [www.southbersted.co.uk](http://www.southbersted.co.uk)