

GEORGE SPICER PRIMARY SCHOOL

ATTENDANCE POLICY

RATIONAL

George Spicer Primary School has adopted the Enfield Education Welfare Service Policy on School Attendance. Our school policy underpins the specific guidance which is made reference to in the document produced by the Borough. The Borough's Policy and Resources Pack is located in the office with the Attendance Manager.

AIM

The aim of the attendance policy is to:

- encourage pupils to attend school regularly; enabling them to take full advantage of the educational opportunities available
- work with parents to foster punctuality and regular attendance
- clarify how the school will manage attendance and punctuality issues.

STATUTORY DUTY OF SCHOOLS

George Spicer has adopted the Enfield Education Welfare Policy on School Attendance. Our School policy underpins the specific guidance which is made reference to in the document produce by the Borough.

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.

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school record. If the pupil is absent, the register must say whether or not the absence has been authorised by the school. (see appendix 1 for the details on the marking of registers)

Authorised absence is absence with permission from a teacher or other authorised representative of the school. This includes instances of absences for which a satisfactory explanation has been provided (e.g. illness).

Unauthorised absence is absence without permission from a teacher or other authorised representative of the school. This includes all unexplained or unjustified absences.

Punctuality

Session times are as follows: Key stage 1 and 2 registers closes at 9.10am – After this time a late mark is issued.

Where pupils miss registration and fail to provide an adequate explanation, s/he will be marked as an unauthorised absence for that session, even though they may arrive later. When the child does arrive, the time of arrival will be recorded to provide evidence for future action, if necessary by the school or the Education Welfare Service. In some instances late arrival may be genuinely unavoidable.

Family Holiday

It is for the school to determine whether or not they agree to a family holiday during term time. Schools may authorize absence for this purpose for up to 10 school days in any school year, but children must have an attendance level of 95% or over. In exceptional cases schools may agree to lengthier period.

IMPLEMENTATION

George Spicer Primary School will ensure that:

- pupils are registered accurately and effectively
- parents or guardian are contacted if their child does not arrive at school
- slips are sent out annually to update parental information, contact numbers and emergency contact numbers
- pupil attendance and lateness is monitored weekly
- children, staff and parents know that children will wait in the office if they are not collected on time
- children who are not collected at the end of the day are signed in to the office by the teacher and signed out by the collecting adult with the reason for the delay indicated
- that the Education Welfare Service is contacted after 4.30pm if the child has still not been collected and all avenues have been pursued
 - the policy will be available in minority languages, including any reminder slips
- Holiday Forms are available for completion from the office
- Copies of the policy will be available in the office
- The school's attendance statistics are reported.

Pupils at George Spicer will be encouraged to:

- attend school regularly (certificates are given out to classes on a weekly basis for good attendance)
- be punctual

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- inform staff if there is a problem that may lead to absences.

Parents or guardians will:

- encourage good attendance
- ensure that their child arrives at school on time and in a condition to learn
- that they contact the school as soon as they know a delay is anticipated
- inform the school on the first day of non – attendance
- write a note or tell the teacher verbally of the reason for absence
- inform the school before hand if their child has a dental, doctor, clinic or hospital appointment
- avoid taking their child on holiday when they would be taking Standard Assessment tests (SATs)
- discuss planned absences with the school in advance (e.g. family holidays, special occasions).

MONITORING, EVALUATION AND REVIEW

- Monitoring attendance is the responsibility of the Attendance Manager, who liaises with the Head teacher and Deputy Head.
- The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
- Termly feedback is provided to the Governing Body.