

Langtree Community School

Attendance Policy

Philosophy

Langtree Community School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100% attendance for all our pupils.

We 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. Attendance targets are set annually in discussion with the school's Educational Welfare Officer and these are reported to the Governing Body.

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.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Statutory Duty of Schools

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's admission roll.

Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. We work towards ensuring that all pupils feel supported and valued. We send a clear message that if a pupil is absent, she/he will be missed. We consult with all members of the school/college community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. As part of this the school encourages parents/carers to arrange planned medical appointments out of school hours. We will ensure that all staff are aware of the requirements of the registration process.

Each year parents/carers are informed of attendance rates and related issues are addressed in newsletters.

Procedures

The staff will encourage and promote prompt arrival for the morning and afternoon registration by ensuring that sessions start on time as far as possible. The class teacher is responsible for the accurate marking of the registers in accordance with Devon County Council codes. These are:

/ \	Present
L	Late, but arrival before registration closes at 9.15 a.m.
U	Late after registration closes
E	Excluded
H	Annual family holiday. To be agreed in advance by the Headteacher
G	Family Holiday (NOT agreed, or days in excess)
M	Medical or dental absence. School must be given written explanation of absence.
I	Illness (not medical/dental appointments)
C	Other authorised circumstances as agreed by the Headteacher e.g. family funeral.
V	School visit or trip
R	Religious observation - only permissible if 48 hours notice is given.
P	Approved sporting activity
O	Unauthorised absence (not covered by any other code)
B	Educated off site.
X	Untimetabled sessions for non-compulsory school-age pupils.
Y	Forced and partial closure due to an unavoidable cause eg due to weather, road conditions, lack of heating in school.

Parents are asked to inform the school as early as possible if a pupil is absent. If no contact is made from the family, the school Administrator will try to make contact on the first day of absence by telephone. Contact with the school is noted on the appropriate class register.

If a pupil is absent for three days without contact from the family, the school (Head teacher) will write to gain contact.

If there has not been contact after seven days continuous absence, the school will inform the Education Welfare Service.

Regular monitoring of school registers by the Headteacher will be used to check all pupils' attendance. The EWO will monitor attendance regularly and all pupils attending at a level below 90% will be investigated. Every term, the headteacher will write to any parents whose child's attendance is below 90% outlining the impact this is having on their achievement. Any subsequent improvement will similarly be notified. Any pupils causing concern will be monitored closely for the relevant period by the school and the Educational Welfare Officer.

Pupils are given stickers at the end of each half term, and Certificates at the end of each year, to recognise good attendance. Numbers of stickers and certificates awarded are reported to Governors each term via the Headteacher's Report and verbally to staff at the first staff meeting each term.

Requests for absence during term time

From 1st September 2013, schools are unable to authorise any requests relating to holidays in term time. This has been brought about by an amendment to the Education (Pupil Registration)(England) Regulations 2006 which has removed reference to Holidays and the ten day period. Parents may make requests for absence during term time only if there are unavoidable or exceptional circumstances involved. These must be clearly stated on Form S2. Each case will be considered, in confidence, by the Headteacher on an individual basis. Unauthorised absence may result in the instigation of measures which may include a penalty notice, a fine or, ultimately, a term of imprisonment. A flow chart indicating the County's policy is attached as an appendix.