

FOUR OAKS PRIMARY SCHOOL - ATTENDANCE POLICY

Regular attendance is an essential prerequisite of effective schooling and pupils need to develop and maintain habits of regular attendance and punctuality if they are to make the most of what Four Oaks Primary School has to offer. Parents have central responsibility in law for ensuring that, once registered at school, their children attend regularly.

Aims: At Four Oaks Primary School we believe that regular attendance is central to a child's potential success, giving access to opportunity and entitlement to education. We closely monitor individual pupil attendance to try to maximise the potential of each of our pupils.

Responsibility: Parents have a legal duty to ensure that their children receive an education, either by regular attendance at school or otherwise. They have legal duties in relation to punctuality, dress and a positive attitude to education, parents have agreed to this by signing the Home / School Agreement. The Education Welfare Service works with the school to ensure that pupils attend school regularly and they can offer support to parents, school and pupils should any difficulties arise. **School** has a legal responsibility to keep records of admissions and attendance. In the event of concerns over attendance, schools have a legal responsibility to refer the matter to the Education Welfare Service. Schools also need to submit annual attendance figures to the Local Authority and to publish attendance data within their school prospectus and on their website. Governors must be kept informed regularly about attendance figures and trends. Individual pupil reports must also contain information on the child's attendance during the year. The **Governors** have a responsibility to ensure that an Attendance Policy is in existence and to monitor levels of attendance across the school. All partners need to work together to achieve regular school attendance for each and every pupil.

Practice: Registration: When a pupil starts school their details are entered into the admissions register using the following details:

- Admission number
- Date of Admission
- Full name
- Date of Birth
- Address
- Gender
- Name of parents / guardians
- Previous school

This information is then transferred on to the computer system. Printouts are kept in the appropriate office and locked away at night.

Monitoring of Attendance: A monthly print out of attendance is examined by the Head Teacher and if any pupil falls below 90% attendance without reasonable justification then appropriate action is taken. Similarly if there is a pattern of absence or late arrival at school, suitable action will be taken. Absences are also examined for possible trends in relation to gender, ethnicity, year groups, and seasonal patterns. Annual percentage attendance figures are compared with other schools locally and nationally to assist with the analysis of pupil data.

Absence Requests: Parents are strongly encouraged to ensure that their children attend school for 100% of the year. If a parent wishes to take their child away from school they must complete an Absence Request form, available from either office, and return it to school. By law, Heads may not authorise leave in term time for pupils unless there are "exceptional circumstances." For additional information please refer to "Leave in Term Time – Guidance for Schools and Academies 2013." The Absence Request is discussed with the parents concerned and signed by the Head Teacher as either an authorised or unauthorised absence. The form is photocopied, one copy being returned to the parents, one given to the class teacher to be placed in the individual child's records and one is retained in the office for reference.

Collection of pupils during the school day: There are occasions when a parent, grandparent, or authorised adult has to collect a pupil during the school day e.g. if the child is ill or has a medical appointment that cannot be made at an alternative time. In these cases the adult who collects the child is asked to sign the "collections" booklet, which is kept in the offices, detailing name, time and reason for collection so that the school has an accurate record

of the number of pupils on site at any given time, and this also enables us to monitor the number of times pupils are collected during the day. When pupils are returned on the same day, the time they return is also noted.

Absences: If a pupil is absent the parents must notify us by telephone by 9.30 a.m. on the first day of absence and these are recorded in a diary in the offices for class teachers to check. If no reason for absence is known the school contacts the parents. A reason for absence is recorded on e-portal using the symbols indicated in the L.A. guidelines and this distinguishes between authorised and unauthorised absences.

Medical Absences: If parental endorsed absences or medical reasons becomes a major attendance issue, then the school will undertake the following course of action (one or more of the following):-

- 1) Refer to Educational Social Works (ESW)
- 2) Refer to School Nurse or ask G.P. for medical details.
- 3) Refer to the Local Authority

If parents request absence to attend medical appointments during normal school hours, the school can ask parents to supply evidence of attendance in the form of a copy of an appointment card, letter or slip.

If parents report that a child's medical needs over a sustained period require adjustments to the school day, the school can reasonably ask for medical evidence in the form of a doctors letter, advising the school on the best course of action to ensure the child's well-being.

Late Arrivals to School: Parents will be contacted by Head Teacher and possible referral to E.S.W. if problem persists.

Late Collection of Children: If a child is not collected at home time parents are contacted to ascertain who will collect the pupil. In infants the pupil will be taken to the office from the classroom, and in juniors, pupils are told to go back into school if there is no-one to collect them.

Equal Opportunities: Our school strongly believe that regular school attendance is vital if pupils are to benefit from the opportunities which we offer them especially as considerable detailed planning takes place to ensure continuity or progression in the learning process. Furthermore, unauthorised absences can cause difficulties for all the class "if teachers need continually to repeat earlier lessons to bring up to date those who have been absent" (DFEE 11/91)

Liaison: There is very close liaison with all parties. Parents and the school work together to ensure a high level of attendance and low level of unauthorised absences at our school.

Parents: Parents are informed of the timing of the school day to help them ensure their children are punctual. The parents also receive regular up-dates and reminders of the school term dates and staff training days.

Re-entry strategies for absentees: On return to school following an illness the class teachers ask pupils if they are feeling better and this reflects our caring school environment. If a child is admitted to hospital or the school knows they are going to be absent for some time due to illness, their class mates will make a "get well" card(s) so maintaining contact with the school.

Deletion of pupil from roll: A pupil is only deleted from roll when they have been registered as a pupil at another school.

This Policy was updated in the Spring Term 2017

To be reviewed Spring Term 2019