

Cherry Dale Primary School

Cudworth Barnsley



ATTENDANCE POLICY

Miss K Wroe
EWO

Mrs S Britton
Attendance Officer

November 2018

Cherry Dale seeks to ensure that all its pupils receive an education which maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

Cherry Dale aims to work in partnership with parents and other agencies to strive towards every child reaching 96.5% attendance to ensure that each child can get the best out of the educational opportunities provided.

(96.5% is the target for 2016/17 set by the LA)

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance, for all students at Cherry Dale.

In Order to manage and promote regular attendance Cherry Dale will

- Keep parents updated on attendance and the School calendar, via letters home, newsletters and the website.
- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings.
- Monitor individual students attendance in order to:
 - a) Celebrate good and improved school attendance and reward this through competitions, certificates and events.
 - b) Notify parents when we are worried about their child's attendance by following the procedure below.
 - Communicate to parents either by letter, telephone call or home visit by the EWO to advise their child's attendance figure if this has dropped below school target.
 - Invite parents in to a meeting with the EWO and Attendance Officer to discuss their child's attendance and to raise any concerns we have and offer any support and advice on how attendance could be improved.
 - If there is no improvement to attendance or if we have any further concerns the EWO may carry out a home visit to discuss with parents any reasons why attendance is not improving and to discuss the possibility of a School Attendance Panel being held at Barnsley Town Hall.

In order to manage and promote the regular attendance of Non Compulsory Age Children Cherry Dale will

- Celebrate good and improved school attendance and reward this through competitions, certificates and events.
- Undertake first day absence calls in respect of any non compulsory school age child where the parent/carer has not contacted nursery with a reason for absence.
- Include in their prospectus/information for parents leaflet, the need for the parent/carer to contact nursery with a reason for absence when the child is unable to attend.
- Accurately record all information on reasons for absence, both that which is provided by parents, contact in school and the information gathered when making first day absence calls on the individual pupil file.

In order to manage and promote the regular attendance of their children parents will

- Impress to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.
- Establish effective communication with Cherry Dale and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact Cherry Dale on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours, where this is not possible parents will ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.

In order to manage and promote regular school attendance the Education Welfare Service will

- Visit Cherry Dale to monitor registers and identify children with attendance levels that cause concern.
- Attend meetings called by Cherry Dale to address with parents any worries the school and Education Welfare Service may have about a child's attendance.
- Support the school in promoting attendance by attending parent evenings and events.
- Receive referrals from school to address matters of poor school attendance by:
 - a) visiting parent's homes to undertake assessment of need challenge and resolve matters of poor school attendance.
 - b) involving other agencies where appropriate, such as the school nurses.

In situations where all other strategies have failed to improve school attendance, Education Welfare Service will enforce the law; this may result in fines up to £2,500, a custodial sentence and or a Parenting Order.

Guidance Notes for Cherry Dale staff and parents

Registration

Morning registers should all be completed by **9.10 am**

Afternoon registers should be completed by **1.10 pm**

Any pupils arriving after these times should report to reception so that they can be given a late mark, pupils arriving after **9.30 am** should be accompanied by a parent so that a reason

for lateness can be given and the late book signed; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

Absences

Parents are expected to inform school of the reason for absences, however, it is school who make the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.

Re-occurring unauthorised absence will be referred to the Education Welfare Service and this may result in a fine.

Request for leave of absence in term time

Cherry Dale has adopted the LA policy in respect of Leave of absence in term time. In instances where parents do not complete a leave of absence form, the absence will automatically be unauthorised.

Absence for participation in a performance

In these instances Cherry Dale will follow Local Authorities guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility. The following policies all link into our Safeguarding policy to ensure that we are working together to safeguard children:-

Attendance

Behaviour

Anti-Bullying

Health and Safety

We have also adopted the LA policies on Children Missing Education, Elective home Education and leave of absence during term time.

All these policies have been endorsed by our governing body, who support the school in all attempts to improve the attendance and safeguarding agenda.