



Cricket Green School

Attendance Policy



Date reviewed: December 2016

Review: Autumn 2017

Cricket Green School

School Attendance Policy



Aims of our attendance policy

The Attendance Policy aims to give a clear and positive message about attendance.

It aims to support pupils and their parents/guardians in the early establishment of the highest possible levels of attendance and punctuality.

It is concerned with ensuring that all our pupils have full and equal access to the best education that Cricket Green can offer.

It aims to help pupils progress smoothly, confidently and with continuity through the education system.

Our policy recognises that parents and guardians may need to be supported in the fulfilment of their legal responsibilities, just as teachers may need support to carry out their role in delivering the curriculum.

Regular attendance and good punctuality help a pupil to:

- realise his/her full potential
- take advantage of what education the school community has to offer
- take a full and active part in school life
- move into the next phase of education with confidence and the necessary skills
- value him/herself and achievements
- develop good working habits that are needed in the world of work and independent living

Legal requirements

Schools, parents, guardians and Local Authorities share the legal responsibility for children's attendance at school.

PARENTS/GUARDIANS of children of compulsory school age must ensure that they receive an education appropriate to their age, ability and aptitude, either at school or otherwise.

SCHOOLS must keep an attendance register in which, at the beginning of each morning and afternoon session, a pupil should be marked present or absent.

Local Authorities must ensure that parents are fulfilling their statutory duty as to their children's education including, where necessary, taking court action.

Prompt action on non attendance is an important area of child protection.

By law, a child should receive a set amount of secular education, i.e. four hours per day. If, by virtue of lateness, a child is not receiving such education, then the law is being broken.

Authorised and unauthorised absence

All absence, except that caused by sickness, can only be authorised by the Head Teacher.

Authorised absence

An authorised absence is one which is permitted by law or allowed by the school.

- the child is prevented from attending because of sickness or any unavoidable cause
- the day is set aside for religious observance by the religious body to which the parents belong
- there is no suitable transport and the school is not in walking distance

The school is able to authorise absence where:

- the child is taking part in approved work experience where the Headteacher is satisfied that the attendances are properly monitored by a teacher
- the child is taking part in entertainment or sporting events approved and licensed by the LA. Headteacher's will be notified when an event is approved.
- leave has been granted for an annual holiday in term time, though only in exceptional circumstances may the amount of leave granted total more than two weeks in any school year

In addition to those specified in law, a Headteacher might exercise discretion about:

- study leave in the period before a public examination;
- domestic circumstances which would include the death of a close member of the family, a house fire or other exceptional circumstances
- attendance at an interview with a prospective employer or educational establishment
- an approved sporting activity
- an educational visit or field studies trip approved by the LA
- medical or dental appointments, where unavoidable
- exclusions (child must remain on roll until parents have had the opportunity to take up all appeal procedures)

- trials or temporary placements, where the child remains on the roll of the original school until permanently placed
- home teaching by the LA home teaching service
- group activity with an ESW or other LA approved project where the child remains on the roll of the registering school.

Unauthorised Absence includes:

- Truancy
- Lateness - it is now firmly established in law that repeated absence at the beginning of a school session can amount to failure to attend regularly. We have deemed that a pupil arriving 25 minutes late in the morning or 5 minutes in the afternoon will be counted as absent unless lateness is due to school transport arrangements.
- Condoned absence which refers to pupils who are, for example 'minding the house' or shopping. This is unauthorised even when an explanation is given by parents.

Procedures for monitoring attendance at Cricket Green School

Registers

Teachers call registers at both morning and afternoon registrations. By the end of each session, all pupils must be marked either absent or present.

Registers must be marked according to the guidelines set out in the front of them. Codes have been shared with staff.

Registers must be completed on SIMS by 9:20 am for morning registration and 1:30 pm for afternoon registration.

Absence

Parents will be regularly reminded of the need to telephone or send in a note on the first day of absence.

If teachers have received advance notice of a pupil's absence, this must be marked in the register. Likewise, if the office receives notification from parents or the bus escorts, this also must be marked in the register. The office staff will contact parents of targeted pupils on the first day of absence, if no message from parents has been received by 9:20 am.

- Absence is more promptly addressed rather than just logged by the office: currently practise of monitoring absence is over dependent on the rigour and commitment of individual teachers to get the information from the school office and chase up absentees. The senior leader's monitoring is therefore too retrospective. It may be that the Family Support Worker does this by say 10am on each of the 4 days s/he is in school, acting as 'triage', referring on to the senior leader only those cases of concern. The 5th day, this could be done by the senior leader responsible. For persistent lateness (5 or more) of independent travellers a letter will

be sent home to parents. If there is no improvement the Educational Welfare Officer will be informed.

Note from parents

On their return from absence, pupils should, if possible, produce a note of explanation. The Administration Assistant is responsible for amending the register entry as appropriate and filling them in the register sleeve.

If an absence note is received by a teacher more than a week after the return of a pupil, the teacher must ensure that the note is brought to the attention of the Administration Assistant.

Long Term Monitoring

Teachers will need to take the lead in reviewing attendance figures with pupils and set targets for individuals. The school office will collate class figures on a 1/2 termly basis. These figures will be used by the Senior Leadership team to monitor whole school attendance.

The Assistant Head in charge of attendance meets regularly with the Educational Welfare Officer to monitor attendance patterns and to follow up unexplained absence.

The Educational Welfare Officer will make regular checks, collate statistics and monitor attendance patterns through termly procedures

The Educational Welfare Officer will be invited to Annual Reviews as deemed appropriate.

Rewards/Encouraging Attendance

The school will encourage good attendances by:

- Recording of good attendance on individual ROA's
- A certificate for 100% attendance for any one term will be given by the Governing Body
- A certificate for improved attendance when relevant

RS/CD/EWO

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