



**ROBSON HOUSE**

# Attendance Policy

Policy Owner	Robson House
Approving Body	Robson House
Date Approved	March 2018
Effective Date	March 2018
Review Date	March 2020

# **Attendance Policy**

## **Introduction**

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. There is a proven connection between success at school and high attendance. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the school is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

## **Definitions**

### Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised.

### Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## **If a child is absent**

When a child is absent unexpectedly, the Senior Admin Officer will record the absence in the register and upload it onto Integris and will inform the child and family mentor who will endeavour to contact a parent or carer.

When the child returns to school, a note should be brought from a parent or carer to explain the absence if they haven't spoken to a member of staff.

Communication made with the school prior to the day of absence, e.g. if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, staff will then be in contact

straight away with the parent or carer, in order to check on the safety of the child.

### **Requests for leave of absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school at least a week in advance, but normally this request will be granted.

Requests for holidays made in term time may only be granted in exceptional circumstances and at the discretion of the Heads of the school. They may request a meeting with parents/carers to discuss the request.

### **Long-term absence**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, alternative arrangements to educate the child outside school will be made. In such rare cases, staff will make every effort to maintain regular contact with the child and family.

### **Monitoring and review**

All children's attendance is monitored on a monthly basis by the social worker. Letters are sent to parents/carers if a child's attendance falls below 90%. The family team support families where there are attendance issues to try and improve the situation. Awards are given to children who achieve 100% attendance in a term. This is celebrated in an end of term assembly. It is the responsibility of the Management Committee to monitor overall attendance, and they will request an annual report from the Executive Headteacher. The Management Committee also has the responsibility for this policy, and for seeing that it is carried out. The Management Committee will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

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The school will keep accurate attendance records on file for a minimum period of three years.