

Milton Abbot School



ATTENDANCE POLICY

Governors Committee: Teaching and Learning
School Staff: Available to all Staff on Maps Planning/Website
To be Reviewed: Annually
Next Review Date: October 2019

Adopted and Reviewed on:

SignatureDate:

Milton Abbot School

Attendance Policy – Reviewed September 2016 Reviewed September 2017

Philosophy

Milton Abbot 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 per cent attendance for all our pupils. Our school will 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.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/carers 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/college

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/carers are legally responsible for ensuring that a child of compulsory school age attends school regularly.

- We will work towards ensuring that all pupils feel supported and valued.
- We will send a clear message that if a pupil is absent, she/he will be missed.
- We will 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.
- We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance. Regular information will be sent to parents and pupils informing them of attendance rates and related issues.
- We will promote positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by senior managers and the school governors.
- Attendance will be an important feature of the School Development Plan. Consistent and vigorous monitoring and evaluation procedures will be in place.

Procedures

To promote attendance we will

Have clear start and finishing times of registration.

Morning registration is at 8:55am and ends at 9.05 am.

Pupils arriving after this time will be marked as 'late'. Any pupil arriving after 9:25am will receive an unauthorised absence late mark. This will be recorded as a 'U' and if a child has five or more of these in a year the EWO will be informed.

Afternoon registration is at 1.00 pm and ends at 1.05pm.

Give teachers clear guidance on the accurate completion of registers.

The administrator provides full information on this.

Reinforce the importance of punctuality and a proactive response to lateness.

Teachers will reinforce this message and report persistent lateness to the Headteacher.

Advise all new parents/carers of the importance of good attendance.

This will be done by the Headteacher at the induction meeting for new parents and through the Home School Agreement. All parents are expected to call the school on the first day of absence. Parents are expected to make dental and medical appointments outside the school day. However, if this is unavoidable parents must bring the appointment card into school.

Give clear guidance on authorised and unauthorised absence.

This will be done on a regular basis through clear written communications (newsletter, prospectus, home-school agreement and school website).

Use clear referral routes for pupils with emerging attendance problems.

- The Headteacher will be informed by class teacher and administrator of any patterns of poor attendance that are noticed.
- The Headteacher will firstly discuss the issue of poor attendance with the parent(s) of the pupil(s) concerned.
- The Headteacher will seek advice as necessary from the Educational Welfare Officer (EWO) and cases of poor attendance will be passed on to the EWO for appropriate action when the national and county agreed 'trigger points' for action are reached.
- 'Trigger Points'. The common guidance is that attendance below 94% for any individual pupil is considered to be unsatisfactory. Therefore the Headteacher will monitor closely and take action as appropriate in any such cases.
- 'Persistent Absence'. If attendance falls below 90% this falls into the category of 'persistent absence' and immediate action will be taken after seeking EWO advice. At Milton Abbot

School we aim to have no pupils with persistent absence so will take preventative action as appropriate in advance.

We use consistent reward/celebration schemes to acknowledge good or improving attendance.

We give certificates for good attendance each year.

We have a clear process for completion of Absence Request Form (Exceptional Circumstances Only) .

Parents are advised to apply at least 4 weeks in advance for authorisation of exceptional circumstances only, where possible using Form S2 available from the school administrator. Milton Abbot School follows the Devon guidelines on attendance and the protocol agreed by TALC.

In line with this, the Headteacher will not authorise any absences- in term time

- In the first two weeks at the start of the autumn term
- In the first week of the spring and summer term
- During Key stage 2 SATS week (normally second week in May)
- If a child has a poor attendance (below 94%) in the current year

Any absences -taken in term time which are not authorised in advance by the Headteacher will be recorded as 'unauthorised' and the school is then required to report the absence to the local authority who may issue a £60- Penalty Notice, per parent, per child (as noted on Form S2) if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days.

We make it clear to parents/carers when absence may be authorised and when it is not.

This chart is made known to staff and parents (from form S2)

Other absence from school will be authorised if it is for the following reasons:	Other absence from school will not be authorised:
Genuine illness Unavoidable medical / dental appointments (but try to make these after school if at all possible) Days of religious observance Exceptional circumstances, such as bereavement Seeing a parent who is on leave from the armed forces External examinations When Traveller children go on the road with their parents	For any type of shopping Looking after brothers, sisters or unwell parents Minding the house Birthdays Resting after a late night Relatives visiting or visiting relatives

The school engages in the county target setting process.

The Headteacher will agree 'attendance targets' with the EWO on an annual basis. We seek to improve attendance. Our current target is 97 % attendance.

We will monitor progress towards targets.

This is done by the Headteacher with advice as necessary from the EWO.

There will be an evaluation of the impact of the Attendance Policy and any planned work identified in the School Development Plan.

This role will be carried out by the Curriculum Committee with advice from the Headteacher and EWO.

We promote good working practice with the Education Welfare Officer.

We will support the work of the EWO in promoting good attendance, safeguarding and the welfare of our pupils.

We encourage partnership with parents/carers, pupils, governors and the whole community to improve attendance and raise standards.

Our message is –

‘It is essential that everyone is clear about the important role that attendance plays in the raising of standards. Responsibility to promote attendance is the responsibility of the whole school community.’