



# Attendance Policy

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REVIEW	SPRING 2017
HEADTEACHER	
SENIOR LEADER	
GOVERNORS	



## **Attendance Policy**

### **Introduction:**

All children of compulsory school age have the right to an efficient full time education, regardless of age, aptitude, ability and any disability.

Regular school attendance is essential if a child is to make the most of the available educational opportunities. Sunningdale School takes seriously its responsibility to monitor and promote regular attendance of all its pupils. It accepts that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to under achievement and low attainment and impedes the child's ability to socialise with his/her peers successfully.

### **Aims:**

- Sunningdale School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential including those who are recognised as vulnerable.
- To work with the LA Attendance Team and nominated School Attendance Team (Attendance 100) for support and advice.
- To ensure all children including those who may be migratory or 'missing' are identified and LA guidelines followed to ensure these children access appropriate education.
- To meet the statutory requirements.
- To strive to provide a welcoming, caring environment, whereby each member of the school community feels nurtured and secure.
- To recognise and value the efforts of pupils and parents in achieving improved attendance.
- To work with pupils and their families to ensure each pupil attends school regularly and punctually by utilising the school's Attendance 'Home Visitor'.

- To encourage parents to obtain out of hours medical appointments where possible and return their child to school as soon as possible following an appointment. The school acknowledges that pupils will sometimes need to attend hospital appointments within school time and hospitalisation due to their medical conditions.
- To support pupils who have been hospitalised and wish to return to school within an agreed phased return and to utilise parents/carers/professionals support if and when required.
- To work with parent/carers to support a home educational programme for those pupils who are medically unfit to attend school (Home Visitor/School Nurse).

#### **What is expected of parents?**

- To offer a reason for any period of absence, preferably before the absence (hospitalisation) or on the first day of absence.
- To work closely with the school when required and with the LA attendance team when there are issues with regard to attendance.
- To take family holidays during school holiday periods and be aware that requests for holiday will only be granted in exceptional circumstances.
- To submit all requests for holiday absence to the Headteacher on completion of the appropriate form.
- To ensure their child is ready for the school transport when it arrives or attends school on time.
- To ensure pupils are dressed and prepared appropriately for school on a daily basis.

#### **What is expected of the school:**

- To work to improve the overall percentage of pupils who attend school and reduce absence rates by
  - Reviewing attendance data and tracking pupils on a half termly basis.
  - Reviewing those pupils who have hit a 'trigger' and set actions to improve future attendance.

- Ensuring attendance is given a high profile as part of the school ethos including flexible attendance rather than no attendance, to have greatest impact on learning outcomes.
- Making attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors by
  - ❖ Using award systems –including stickers, certificates, end of year prizes, etc.
  - ❖ Promoting good practice for parents/carers by providing information on LA and school policy.
  - ❖ Using the school nurse and ‘Home Visitor’ to undertake home visits for those children who meet ‘pathway’ criteria.
  - ❖ Providing a termly attendance report to governors.
  - ❖ Ensuring staff are aware of attendance issues related to individual pupils.
  - ❖ Working in conjunction with the appropriate senior leader to monitor the impact of attendance on pupil progress.

#### **Procedures and Practice:**

The school will work within a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.

- Statutory registration periods daily
- Phone contact by office staff, on first day of absence, if no message from parent and any subsequent days if appropriate.
- Contact between school and parents will ascertain the nature and length of the absence. Regular updates will be encouraged.
- Lateness is swiftly checked out for reason – (home or taxi)
- Roles and responsibilities for transport – transport duty staff, Office Manager, class staff.
- Accurate and up-to-date contact information for parents established on entry and updated annually.
- Regular review of attendance by Headteacher.
- To monitor the attendance of identified vulnerable pupils such as LAC or those who are subject to a child protection plan, including the identification and analysis of trends and to follow up any absences that are identified as a cause for concern.

- Attendance Team referral and recording system used when appropriate.
- Good attendance highlighted to both pupils and parents.

*The school allows a flexible system to operate for pupils who are unwell to continue to attend school, on advice from the Consultant Paediatrician. School nurses support these pupils with the provision of nursing and care facilities. This allows a child to be in school when they would otherwise have to remain at home. Parents may accompany their child in particular instances.*

Responsibility	1 <sup>st</sup> DAY OF ABSENCE	3 <sup>RD</sup> DAY OF ABSENCE	CONTINUED ABSENCE
PARENTS	Notify school		Parents to keep school informed
SCHOOL		School make caring call	

### **Specific roles and responsibilities**

- **Administrative Assistant:**
  - To standardise and record authorised / unauthorised absences with guidance from Senior Leaders.
  - To identify Pupils who have hit 'triggers' on a half termly basis and utilise follow up procedures by informing the Headteacher.
  - To liaise with other provisions and pupils are registered as dual placements and collate attendance information.
  - To update attendance/absence advice booklet and send to new parents.
  - To record and collate information from pupil holiday request forms.
- **School Staff:**

- To maintain accurate registers of pupil attendance and return to the Administrative Assistant according to agreed school procedure.
- To inform the Administrative Assistant of pupil medical appointments and reasons for absence as relayed in the home/school diary.

### **Monitoring and Review:**

#### **Is the policy working ?**

- Have the attendance figures improved ?
- Are absence rates declining ?
- Are tracking systems in place that identify that support improved attendance ?
- Are school and home working in partnership to follow the set procedures outlined in the policy?
- Do newsletters include attendance updates ?
- Are parents receiving regular information regarding attendance targets and absence advice ?
- How successful is the Attendance 'Home Visitor' ?
- Are Governors updated termly on the attendance data ?