



# Lealholm School

EVERY SCHOOL DAY MATTERS

ATTENDANCE TARGET 2017-2018

**97 %**

# Attendance Policy

**The implementation of the attendance policy is the responsibility of all staff.**

**It will be monitored by the Head Teacher and will be reviewed annually.**

**NEXT REVIEW DATE: January, 2018**

## **AIMS**

The staff and Governors of Lealholm Primary School are committed to providing the best education for our pupils. In order to do this we must:

- Ensure that pupils benefit from regular school attendance.
- Routinely monitor pupil's attendance on a weekly basis in order to eliminate any persistent absence and enable all pupils to achieve maximum possible attendance.
- Ensure that any problems which impede upon full attendance are identified and acted upon immediately.

## **EXPECTATIONS**

### **We expect that pupils will:**

- Attend school regularly
- Arrive on time 8.50 am for a 9.00 am start
- Be collected on time 3.30 pm
- Attend school prepared for the day (e.g. Homework complete, P.E.Kit, Reading Books etc.)

### **We expect that parents will:**

- Encourage their children to attend school and ensure that they arrive on time.
- Ensure that they contact the school whenever their child is unable to attend and provide a valid reason for their absence.
- Notify the school immediately with any change in emergency contact details

### **Parents and children can expect the following from our school:**

- Regular, effective recording of attendance.
- First day contact with parents when a pupil fails to attend and parents haven't informed school with a reason for their child's absence.
- Immediate and confidential advice on any problem notified.
- Support from the Education Welfare Officer and Parent Support Advisor.
- The implementation of appropriate procedures as laid down in the Local Authority's attendance guide.

### **Steps towards encouraging attendance**

- Parents will be reminded of the school's procedures for monitoring and recording school attendance through the schools prospectus and regular newsletters.
- Information about recording attendance and absence is found in each class register.
- Systems for rewarding good attendance will be negotiated by staff and governors and include termly rewards. End of year awards and certificates will be awarded for full year attendance.

- A whole school reward system will be used to promote this and regular newsletters will be sent out to keep parents informed of progress.
- Parents will be informed of attendance at parent's evenings termly.
- The school's attendance target will be promoted and displayed for all to see and work towards.

### **Responding to non-attendance**

- The attendance of pupils is monitored on a daily basis in order to tackle persistent absentees.
- First day contact is made with parents/guardians of absent pupils when the school have not been informed as to why a pupil is absent. This is carried out by the School Administrator.
- Attendance of persistent absentees is closely monitored with clear steps taken in line with Local Authority guidance.
- Parents will be notified by the school Attendance officer when attendance is giving cause for concern i.e. falls below 94%

### **Equality and Inclusion**

All children will be dealt with in the same manner. Allowances within this policy will be made for children with severe disabilities or illnesses who require additional time off for administration or medication.

### **Request for 'Leave of Absence' during Term Time.**

Since September 2013 the Head Teacher may only authorise leave for 'exceptional circumstances'.

Head teachers are now only allowed to authorise any leave of absence when an application had been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an 'exceptional' circumstance

### **Penalty Notices**

The absences will be marked in the school register as unauthorised absences and this may result in a Penalty Notice of £60 per parent per child being issued by the Local Authority.

### **Persistent absenteeism**

A pupil becomes a persistent absentee when they miss 10% or more schooling across the year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and cooperation to tackle this.

## Prevent Agenda

The school has due regard in particular to the duty to prevent people from being drawn into terrorism; to report known cases of female genital mutilation and to follow procedures when a child is missing from education (KCSiE, pgs 13-17)

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from risk of radicalisation is seen as part of the school's wider safeguarding duties, and is similar in nature to protecting children from other harms, whether these come from within the family or are the product of outside influences.

In order to build resilience to radicalisation, as a school we promote fundamental British Values and enable them to challenge extremist views through the curriculum we deliver

If radicalisation or extremist views are suspected, this must be recorded and this information passed onto Mrs Ward.

January 2017