

Great Orton Primary School

Attendance Policy

This policy was reviewed and agreed by the Governing Body and Head on:

Date: 12th March 2018

Chair of Governors : L Thorp

Head : J Robertson

Review Date: September 2021

Introduction

Great Orton Primary School is committed to providing quality education for all pupils and recognises achievement is only attainable when supported by the promotion of excellent attendance. This is based on a belief that regular attendance and punctuality maximises pupil potential to take full advantage of the educational opportunities here

High attainment is dependent on good attendance.

The whole school community have collective responsibility for ensuring good school attendance and all have roles to play. This policy clarifies those roles .

Our school is happy, successful and our pupils play an important part in ensuring this continues. We aim to provide an environment that encourages, benefits and supports each child and to enable this, pupils must be in school daily.

Staff and governors have key roles in promoting good attendance .

Pupils should be eager learners, feel valued members of our school community and look forward to coming into school daily.

Therefore, staff and governors should set positive examples in matters relating to attendance and punctuality.

Impact and Importance of Good Attendance

LEARNING

Any absence affects the regular pattern of a child's schooling and impacts on learning. It can disrupt teaching routines and progression for both the absentee, and the learning of peers within their class.

Ensuring daily attendance is the Parent / Guardians legal responsibility and permitting absence from school, without a valid reason, is an offence in law and may result in prosecution.

SAFEGUARDING

A child may be at risk of harm if they do not attend school daily. Safeguarding the interest of each pupil is everyone's responsibility and within the school context, promoting the welfare and life opportunities of a child encompasses:

Attendance / Behaviour / Health & Safety / Curriculum Access / Anti Bullying

Failure to attend is considered a serious safeguarding matter.

Creating a pattern of regular attendance is everyone's responsibility – Parents / Guardians/ Governors / Pupils and All Staff.

Attendance and the law

Section 7 of the 1996 Education Act states: *“ parent / guardian of any child of compulsory school age shall cause him / her to receive efficient full time education suitable to : a) age / aptitude / ability b) any special educational needs he / she may have “*

Section 175 of the Education Act 2002, in relation to Safeguarding , places a: *“ duty of care on the LA and Governing Body to have regard to guidance issued by the Secretary of State with reference to safeguarding and promoting the welfare of children under the age of 18 “.*

Understanding types of absence

Every half day absence from school is classified as Authorised or Unauthorised.

Hence the requirement for information about the cause of pupil absence to be provided to the school.

AUTHORISED absence : half days away from school for a good reason (ie . illness, medical appointments / a sudden emergency or unavoidable cause) which may fall in school time .

UNAUTHORISED absence : those absences which the school does not deem reasonable and for which no absence has been authorised. These include:

- . parent / guardian taking their child out of school unnecessarily
- . truancy
- . absence not sufficiently explained

- . late arrival in school that results in a non attendance mark on the register
- . excursions
- . holidays in school term time which are not authorised by the Head.

Whilst illness causes absence, occasionally a child may be a reluctant attender. This should be sensitively explored with the Head, Teacher, Parent or Guardian and Pupil as soon as possible. It is not appropriate for the parent / guardian to cover up for such absence or excuse absence – this gives a child the impression that attendance does not matter and often makes the situation worse for the child.

PERSISTENT absence

Results if a child misses more than 10% of schooling within an agreed time scale FOR WHATEVER REASON. Such absence causes considerable damage to a child's educational prospects and Great Orton School expects full support and co-operation from every parent / guardian.

Absence is monitored thoroughly and any child at risk of moving towards a P.A. level is given immediate priority and the parent / guardian is immediately informed.

P.A. pupils will be tracked carefully through a pastoral approach and academic monitoring in school.

L.A. Attendance panels may become involved with families causing concern.

Registration

Registers are taken at 9am and 1pm daily.

Should a pupil arrive after those times, he / she must report to our school office and the parent / guardian signs the Late Book.

A late mark will be given for the child.

Any regular lateness is referred to the L.A. Educational Welfare Team for further investigation.

Absence Procedures

If a child is absent, the parent / guardian must:

- . Contact the school at the earliest opportunity, usually on the first day of absence.
- . On the first day the child returns, the parent / guardian should telephone or call into the school office to verify the child's return.

If the above does not happen, school will :

- . Telephone, text or e mail the parent / guardian directly on the first day of absence .
- . Invite the parent / guardian to discuss the situation if necessary.
- . Take legal action if the unauthorised absence persists .

There are times when the school needs to contact parents / guardians for a number of reasons, including absence. Contact numbers must be shared and updated with Mrs Wright, our School Administrator to ensure this can occur.

Strategies to support a child who has had persistence absence will include:

- . Opportunities for catch up with a TA for key learning mixed
- . Missed work sent home for the child to work on.
- . Ongoing support through the Educational Welfare Team.

Promoting School Attendance

We encourage attendance by employing a range of strategies – verbal praise, termly certificates and Star of the Week awards .

Attendance data is collated and analysed and combined with an annual review of the School Attendance Policy . This informs future practice and target setting .

Support from the L.A. Educational Welfare Service offers additional support and guidance for both the school and the parents / guardians / child.

Exclusions

Fixed term and permanent pupil exclusion are final resort action and are only applied where the school deems there may be a risk to the health and safety and wellbeing of other pupils and staff.

For further details, refer to the School Behaviour Policy .

Deletions from school register

Under Section 8 1H of the Education (Pupil Registration) (England) Regulations 2006, *should a child fail to return to the school by the time registration ends on the 20th day of absence, the school is permitted to delete said child from the register.*

Staff responsible for attendance matters in our school

Head teacher : Mr Jaime Robertson

School Administrator : Mrs Sue Wright

Summary

Great Orton School has a legal duty to publish its absence figures for Parents / Guardians and to promote good attendance.

Equally, parents / guardians have a legal duty to make sure their child is a good attender.

Our staff and governors are committed to working with the families we serve as the best way to ensure good attendance and promote child welfare and life opportunities.