

ATTENDANCE POLICY

At Selby Community Primary School we aim to honour and fulfil the UNC on the rights of the child this policy refers directly to the following article:

Article 28 - every child has a right to an education

The named attendance lead for our school is Mrs Rebecca Railton.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

All children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, either in writing, a phone call or reply to the text can be accepted by the school.

A child registered at school can legally miss school in only very limited circumstances these include:

- *When the child is too ill to attend*
- *When the school has authorised the absence before hand*

Parents are expected to contact school before 9am and to work with the staff in resolving any problems together - this is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Local Education Authority. Who will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, then court proceedings may be used to prosecute parents or to seek an Education Supervision Order on the child.

Alternatively, parents or children may wish to contact the Prevention Service themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01609 532385.

Procedures

School starts at 9:00am prompt. Staff are on duty in your child's classroom from 8:50 and we encourage children to come into school for this extra learning time. We do have breakfast club available from 8am for a small charge. Those children who are not present to answer their names but arrive before 9:10am will be marked as late (authorised absence). The registers close at 9:20am and any children that are not marked as present by this time will be marked as absent for that session, either with a

'U' if they arrive in school after this time or with a 'O' if they do not arrive at all (unauthorised absence). The registers are updated electronically along with the correspondence received.

The school applies the following procedures in deciding how to deal with individual absences:

Authorisation Procedures

In the interests of safety and welfare of all children school ask parents to inform them of any absence by 9am on the first day of absence. If school has not had contact by this time then school will make a 'first day of absence' phone call/text to ascertain a reason for the child's absence. Therefore it is vital you keep your contact details up to date with school. If we cannot make contact a welfare check may be made.

The law states that only the school can authorise an absence. The fact that a parent has provided a note or other explanation in relation to a particular absence does not, in itself, oblige the school to accept it. The school does not have to accept the explanation offered as a valid reason for absence. Where there is any doubt about the explanation offered, or where no explanation is forthcoming at all, the absence will be treated as unauthorised.

Illness

If you are unsure whether your child is well enough to attend school then please ring for advice or bring them to school and inform a member of staff that your child is feeling unwell. If they continue to feel unwell then we will make contact with you.

We can administer medicines with a valid form completed by a parent/carer.

Medical Appointments

We advise you to make medical appointments outside of school hours however we recognise this is not always possible. If your child has an appointment during school hours please inform us as soon as possible and provide us with a copy of the appointment letter and only the time necessary for the appointment will be authorised.

If the appointment means your child will be late for school then please inform us so that we can book their lunch.

Leave of absence in Term Time

Details of school term dates are sent out in advance of the start of the school year and are available on the school website so that parents may plan family holidays accordingly. Please refer to local authority policy (appendix 1).

Late Arrival

All children who arrive at school after 9:10am must report to the front office and the lateness will be recorded by the Receptionist on SIMS as 'L' and the reason for lateness recorded. However if a child arrives after 9:20am (close of register) they will be marked as an unauthorised absence (U) on SIMS for purposes of emergency evacuation etc. Each child will be given a slip for their class teacher and one for their parents/carer to inform them that they are registered late.

The school has adopted the following attendance targets and special projects:

- Attendance is part of the school development plan that aims to achieve a whole school attendance target of 97% to include EYFS
- To reward 100% children on a termly basis with an activity or gift and those children who have 100% for the year will also be rewarded at the end with a prize
- To reward best whole class attendance on a weekly basis
- As a School offer those children and families who need it targeted appropriate support
- Attendance and punctuality are addressed and highlighted through the 'In Touch' newsletter, Facebook and Twitter.
- To ensure parents/carers are made aware of issues in regards to their child's attendance through the text message system or letter and what action school will be taking
- We have PA meetings on a half termly basis to make plans for appropriate support/action and
- We have those who take leave of absence during term time that does not fit with the exceptional criteria

Who is responsible for attendance:

All staff in the school are responsible for attendance

All of the above guidelines we ask for our parents carers with children in Early years as well although there is not the legally responsibility on parents we feel that good communication between school and home is vital to help your children settle in to a good school routine, achieve and for us together ensure their safety. The timings for our children in Big and Little Roary's school are different as they start at 8.45 prompt, the am session ends at 11.45 and the pm session starts at 12.15 prompt and ends at 3.15.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

August 2016

To be reviewed August 2017

