

POLICY FOR ATTENDANCE

GENERAL STATEMENT

At Broad Square Primary School we believe it is vitally important that children attend school on a regular basis to ensure that progress is made. A child who misses school will miss out on their work and may find it difficult to mix with other pupils. Children should only be absent if they are ill, if they need to attend the clinic or hospital.

RATIONALE

For children to develop to their full potential it is vital that real importance is attached to regular attendance by both home and school.

The school recognises that from time to time all children will have good reason to be absent, illness, family circumstances etc. but there are cases when children who should be at school are kept at home.

Parents have a legal responsibility as well as a moral duty to ensure that the education of their children does not suffer due to irregular attendance.

FRAMEWORK

1. School and parents in partnership encourage attendance.
2. Regular attendance is acknowledged in a format understood by the children.
3. Accurate keeping of registers.
4. Systems established to monitor and address attendance and punctuality.
5. External agency support for procedures.

PARENT/SCHOOL PARTNERSHIP

1. The importance of attendance and punctuality is highlighted in the school prospectus and in newsletters.
2. Parents are given the opportunity to sign the home/school agreement, which outlines their responsibilities with regard to attendance and punctuality.
3. Parents are kept informed as to their child's attendance and punctuality record in the annual report to parents. Where attendance is poor, parents are contacted by the school attendance officer or the school mentor.
4. The school operates a first day calling system.
5. Parents are encouraged to come into school and discuss any problems they are having either with their child's attendance or punctuality.
6. The School's attendance officer works with parents whose attendance is a cause for concern in an effort to bring about an improvement; this involves phone calls, letters and meetings with parents. The attendance officer will also reward parents who manage to improve their child's attendance by issuing a certificate.

HOLIDAYS IN TERM TIME

Holidays taken in term time are never authorised except under exceptional circumstances. Parents taking a term time holiday may receive a fixed penalty fine from the Local Authority. Parents must inform school of their intention to take a term time holiday and explain the reasons for doing so.

'HIGH VALUE' PROCEDURES

1. Pupils are made aware of the importance of good attendance and punctuality.
2. Each week the class with the best attendance is recorded on the hall chart and receive the attendance cup. The attendance of each class is reported weekly in the school newsletter. The class with the best attendance is given a treat at the end of the year.
3. Each term children with 95% + attendance receive a certificate from the attendance officer.
4. Children with 100% attendance by the end of the year receive a special certificate and a gift voucher.
5. Parents of pupils with 100% attendance are entered into a prize draw each half term.
6. Pupils who attend all week place their name into a raffle on Friday morning which is drawn during assembly for a small gift.
7. Parents of pupils persistently late are contacted by the learning mentor who attends to establish reason and reach a solution.
8. Teachers inform the headteacher, safeguarding officer or learning mentor if a 'vulnerable pupil' is absent without school being informed of a valid reason.

REGISTERS

1. Registers are marked during specific registration times.
2. The school uses electronic registers which should be marked with a black pen or pencil.
3. The register should be sent to the school office as soon as possible after the beginning of each session.
4. All letters indicating reasons for absence should be initialled and put in the register. The following week teachers should complete the reasons for absence sheet that accompanies the register.
5. The registers are monitored weekly and parents of pupils with poor attendance are contacted by the attendance officer.

FOLLOW-UP PROCEDURES

1. Children should bring a note to school giving reasons for absence if no phone call has been received.
2. If no phone call is received the school will contact parents by phone to enquire why a child is absent.
3. Teachers inform the headteacher if a child's attendance or punctuality is causing concern.
4. The school's attendance officer contacts parents to inform them that their child's attendance is causing concern and will request a meeting to discuss any problems.

More information regarding attendance can be found by following the link below.

<http://liverpool.gov.uk/schools-and-learning/school-attendance-behaviour-welfare/>

Signed

EV Spencer

Date