



## ATTENDANCE IMPROVEMENT POLICY

<b>Attendance procedures at a glance</b>	
<b>Ongoing</b>	Teachers follow whole school Wellbeing Plan to ensure all students are supported to feel safe, happy and ready for learning at school
<b>Step 1</b>	If no explanation, or if absence is recurring, the teacher contacts family to discuss and remind them of importance of regular attendance.
<b>Step 2</b>	If still continues-refer matter to admin and/or leadership via note in roll-book, with print-out of absences and any information already collected.
<b>Step 3</b>	Leadership contact family to discuss any issues contributing to absences and to give advice.
<b>Step 4</b>	If still continues- letter to family and referral to Attendance Officer
<b>Step 5</b>	Ongoing monitoring of attendance
<b>Step 6</b>	Regular articles in school newsletter reminding of both importance of attendance and the procedures for explaining absences.

**DfE Target:** 95%  
**2019 School Target:** 93% or above

### Staff Responsibilities

#### Absences

If a student is absent:

- Parents/Caregivers have been asked, in school information handbook and by reminders in newsletters, to notify the school either by phone, in person or by sending a note so this should be monitored.
- If a student is absent without explanation, or has regularly recurring absences, teachers will contact parents/caregivers by phone (as in Step 1 above) or inform administration to seek their support if absence is unexplained and they are unable to contact parent/caregivers.
- Leadership will contact the parents/caregivers if absences continue to be unexplained (as in Step 3 above) and refer matter to DfE Attendance Officer if required.

#### Leaving Early

If a student leaves school before 3.15 p.m.

- Parents/caregivers inform front office staff and sign student out before collecting their child from the classroom. Students will not be released to anyone other than a parent or a person nominated by a parent in writing or by phone arrangement.
- Parents/caregivers take a sign out card from front office to class teacher.

#### Late Arrivals

- Students arriving after the 8.40 bell will be marked as late in class roll book.
- Teacher will contact parents/caregivers if lateness continues to be unexplained or is a regular occurrence.
- If lateness continues teachers refer matter to leadership for further action.

#### **If a student has established a pattern of absences, late arrivals or early departures, they are considered to be at risk**

- Teachers will identify students at risk.
- Teachers will monitor students at risk.
- Leadership and teachers meet regularly to discuss action in relation to students at risk.
- School will attempt to contact parents/caregivers to discuss or offer help.
- Attendance Counsellor will contact parents/caregivers if necessary.

## **Parents' Responsibilities**

**School hours are 8.40 a.m. - 3.15 p.m.**

- Parents are asked to let the school know if they require support with child's attendance. They are also asked to send a note, phone or notify the school in person for each day's absence to ensure that the teacher has records of all children's absences. The staff in the front office pass any phone messages to the class teacher.
- If a child is late for school parents are asked to notify the school office by telephone or send a note to the teacher so that accurate records of attendance can be kept.
- If children will be absent for an extended time due to holidays etc. parents are required to put details in writing and give to the Principal who will give approval for the absence. Absences of longer than 30 days must have approval for the exemption from DfE.
- If children need to be collected from school before 3.15 p.m. parents are requested to go to the front office where staff will fill in details in the Student Departure Register and give a card to take to the child's teacher, indicating that the information is recorded. Students will not be released to anyone other than a parent or guardian, or a person nominated by a parent in writing or by phone.
- Parents are reminded that it is the school's legal responsibility to ensure that students attend school and to remember that if a staff member telephones home it is to find out if we can assist in the child's swift return to school.

