

Attendance Policy for Southbrook School

Southbrook School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as quickly as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils.

Our school will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Principles

Parents/Legal Guardians are legally responsible for ensuring that a child of compulsory school age attends school regularly.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed. We will consult with all members of the school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.

Regular information will be sent to parents/carers and pupils informing them of attendance rates and related issues and promoting positive staff attitudes to pupils returning after absence will ensure regular evaluation of the Attendance Policy and procedures by Senior Managers and the School Governors.

Consistent and vigorous monitoring and evaluation procedures will be in place.

Procedures

Southbrook School will ensure that:

- Clear starting and finishing times of registration are communicated to both pupils and Parents/Carers. Registers open at 9.05am and close at 9:30am for morning session and open at 1.30pm and close at 1:45pm for afternoon session
- Guidance on the accurate completion of registers will be given to all staff by the Deputy Head. This will include clear guidance on all authorised and unauthorised absence which when appropriate will also be communicated to Parents/Carers
- The importance of punctuality and the response to lateness is communicated to pupils and Parents/Carers through a variety of means, e.g. assemblies and flyers at Induction Day
- Parents/Carers should telephone the school every day if their child is absent. If this does not happen, they will be contacted on the first day by the school
- Reward certificates are given out at end of term assemblies, both to individual students and tutor groups in order to celebrate good and outstanding attendance.
- Absences in term time will only be authorised under exceptional circumstances, following Government Legislation. Parents/Carers are expected to complete and submit a S2 Absence request form prior to absence with reasonable time given for Southbrook to make a decision
- Guidance for the completion of an absence request is given in a range of ways including induction morning and through Pastoral Support
- All staff are aware of the agreed targets which are set in liaison with the Education Welfare Service and these are used as a benchmark and referred to throughout the year.
- Individual progress is monitored with relation to this target by the Deputy Head and School Admin Team.
- Any pupils with emerging attendance problems will be referred to the Deputy Head immediately by Tutors
- School will refer cases of unauthorised absence to the Educational Welfare Officers as necessary
- The impact of the Attendance Policy and progress towards the school target will be shared with Governors on a termly basis

The Deputy Head will liaise with the Education Welfare Service with regard to any individual issues of attendance which may lead to prosecution or related legal issues

- The Deputy Head will be responsible for liaising with other agencies e.g. Education Welfare Service, Careers South West, and Social Services etc.
- Individual attendance is reported annually to parents/Carers by means of their child's school report

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibility to promote attendance is the responsibility of the whole school community.

Parents/Carers will:-

- Ensure their child attends school regularly
- Make school aware if their child is ill or has a medical appointment etc
- Contact school if they have any concerns/issues regarding attendance
- Ensure absence requests in term time are only made in exceptional circumstances

School will:-

- Set high expectations for attendance and agree annual targets with EWO and Governors
- Keep parents/Carers informed of their child's attendance
- Inform Parents/Carers regarding concerns about attendance by phone/letter/email/meetings. If further absence then the school may refer to the Education Welfare Service
- Ask for evidence of medical appointments if regular absence is a concern
- Only authorise term time absence in exceptional circumstances
- Meet regularly with EWO
- Keep Governors informed of attendance figures and whether we are on target

Reviewed June 2010 DP & JJ

Reviewed May 2011 DP & GV & JJ

Reviewed June 2012 DP & GV & JJ

Reviewed June 2013 DP and SS

Reviewed June 2014 DP and SS

Reviewed June 2015 DP and Alistair Macintosh

Reviewed 05 07 2016 DP and AM

Reviewed 04/07/2017 DP and AM

Reviewed 03/07/18 DP and AM

Next review June 2019