

ATTENDANCE POLICY

At Semley CE VA Primary School, we understand that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community. School is the foundation for preparing children and young people for life as adults. Our school core values are: **Respect, Aspiration, Adventure, Wonder**

We are committed to providing an education of the highest quality for all pupils and endeavour to provide an environment where all pupils feel valued and welcome. Excellent education is vital to the lives of all children and to our society as a whole. Whilst it is known that the life chances of children may not be equal from the onset of their lives for various reasons, education can help to redress this imbalance and help to ensure that every child has the chance to fulfil their potential.

For our children to gain the greatest benefit from their education it is vital that they:

- Attend school regularly
- Are punctual
- Arrive ready to learn

Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

This policy has been set out in line with the DfE and LA guidance. The DfE state school attendance which is less than 90% is considered persistence absence.

Aims of the Attendance Policy

- Ensure that children make the best use of their educational opportunities by attending regularly, punctually and in a state of readiness for learning.
- Emphasise a commitment to promote excellent attendance and punctuality.
- Attendance is the responsibility of all school stakeholders, so all stakeholders need to understand the issues and procedures for attendance.
- Establish a consistent framework to improve attendance for all pupils.
- Fulfil the statutory duties in relation to attendance.
- To encourage, recognise and reward good attendance.

Schools Responsibility

- To develop and maintain a whole school culture that promotes the benefits of high attendance.
- To have a clear attendance policy that all staff, parents and pupils understand.
- To accurately complete admission and attendance registers.
- To have a robust daily process to follow up absence that all staff understand.
- To be proactive in identifying pupils at risk of poor attendance and work with identified pupil and parents; the school will be sensitive to the individual needs of both pupil and parent.
- To hold an open dialogue with parents and provide support using Thrive techniques.
- If a child is not in school, the school will phone the parents for an explanation. If there continues to be no explanation, the school will follow the Local Authority guidelines.

- The school can offer attendance contracts or education supervision orders.
- To work with partners in the multi-agency effort to improve attendance.
- To work with the Local Authority where legal intervention may be appropriate.
- To work with other schools in the area, such as schools where siblings attend to share effective practice where there are common barriers to attendance.
- To maintain the same ambitions of attendance for pupils with medical conditions or SEND and work to maximise attendance.
- Where a pupil is open to social care to notify the pupil's social worker if there are unexplained absences.

Parents Responsibility

- Ensure that their child attend school every day, on time, appropriately dressed and prepared to learn.
- Work with the school to help children appreciate the importance of attending school regularly and being punctual, arriving at school by 8.45am, collecting at 3.20pm and informing the school promptly if absence by 9.00am in the morning of the first day of absence. Morning registration is between 8.30am and 8.45am. Arrival after 8:45am is marked as late.
- Work in partnership with the school and other agencies to resolve issues relating to non-attendance including engaging with formal support offered to prevent the need for legal intervention
- Parents are advised to avoid arranging medical or dental appointments during school hours unless there is an emergency
- Parents must seek permission from the Headteacher by completing the relevant form to apply for any request of leave of absence. Requests should be made in advance of absence.

Regular low/poor attendance

If the school has concerns about a child's attendance the school can ask for medical evidence to be provided. If a child is regularly missing school the Headteacher will have a conversation with the parents. If a child continues to have poor attendance the parent/carer will be invited into school for an attendance meeting this will be followed up by a review meeting. If the attendance does not improve the school will inform the education welfare officer.

The role of the Education Welfare Officer (EWO)

The Education Welfare officer has a responsibility to implement the statutory duties in relation to school attendance. The EWO will work with the school for pupils who are experiencing attendance difficulties. If a school is concerned about attendance, the child will be referred to the EWO.

Criteria for the issuing of a penalty notice

Parent fines for unauthorised absences will be undertaken as set out in the national framework. A fine to parents must be considered if a child misses 5 days of school for unauthorised absence. Costs for fines will be £80 if paid within 21 days and £160 if paid in 28 days.