

Reviewed by:	Curriculum Committee
Last updated:	January 2009
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# Attendance

## Philosophy

Seaton Primary 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 speedily 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/college 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 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 and pupils informing them of attendance rates and related issues. Promote positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by Senior Managers and the school governors. Attendance will be an important feature of the school Improvement Plan. Consistent and vigorous monitoring and evaluation procedures will be in place.

## **Procedures**

Registration begins at 8.55 a.m. and finishes at 9.00 a.m. for the morning session; and begins at 1.15 p.m. and ends at 1.20 p.m. for the afternoon session.

Registers should be completed and sent back to the school office as soon as possible to inform the office staff of absences. The registers are uploaded to the school's admin computer on a weekly basis.

The school makes first day contact with parents of absent children.

The school provides clear guidance on authorised and unauthorised absence.

The school monitors absence on a monthly basis. The school has a clear referral route for pupils with emerging attendance problems. This includes the sending of standard letters at each stage and the involvement of parents as early as possible.

There is a consistent reward/celebration schemes to acknowledge good or improving attendance. There is a 'class of the week' award and termly prizes for children with full attendance.

The school makes use of holiday forms for parents wishing to inform the school of any planned absence. The process for completion of holiday forms is clearly laid out on the form and there is a clear defined and shared process for authorisation of any holidays in term time (see annex1)

The school governors set attendance target and monitor progress towards targets.

There is an annual evaluation of the impact of the Attendance Policy and further action is planned and identified in the School Improvement Plan.

The Headteacher will ensure that all information relating to specific pieces of work e.g. Truancy Sweeps, prosecutions and related legal action is reported in his reports to Governors.

The school maintains good working relations with the Education Welfare Officer and other agencies involved in individual cases.

Attendance information is included in all relevant school documentation e.g. the prospectus, reports, home – school agreements. There are regular reminders and encouragements in the school newsletter.

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/college community. This policy will be reviewed on an annual basis by school staff and governors.

Annex 1: Seaton Primary School – Attendance Policy

**HOLIDAYS IN TERM TIME**  
**(Flow Chart)**

Has the pupil had more than ten days of holiday in term time during the current academic year?

YES

NO

NO

NO

YES

YES

YES

NO

Is the attendance level of the pupil over 90%?

(Note – during the autumn term the previous full year's attendance figure will be used)

Does the pupil suffer from a medical condition, diagnosed by a G.P., the recurrence of which is the single reason why the pupil has attendance below 90%?

Does the period of the holiday fall within a period of public examinations?

(During the SATs)

**Holiday request NOT authorised**

**Holiday request authorised**