

# 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/college 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/college 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/college

## 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 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/college governors.

Attendance will be an important feature of the school/college Improvement Plan.

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

## **Procedures**

This element of the policy needs to be developed by school/college staff in order that there is a sense of ownership and responsibility which will ensure maximum engagement in promoting attendance.

Information which should be considered includes the following: -

- Clear start and finishing times of registration.
- Guidance on the accurate completion of registers
- The importance of punctuality and the response to lateness.
- First day contact between parents and school/college.
- Clear guidance on authorised and unauthorised absence.
- Referral routes with roles and responsibilities for pupils with emerging attendance problems.
- Consistent reward/celebration schemes to acknowledge good or improving attendance.
- The process for completion of holiday forms.
- The target setting process.
- Monitoring progress towards targets.
- Evaluation of the impact of the Attendance Policy and planned work identified in the School Improvement Plan.
- Information relating to specific pieces of work e.g. Truancy Sweeps, prosecutions and related legal action.

- Working practice with other colleagues i.e. Education Welfare Officers, Connexions personal advisers.
- The inclusion of attendance information in school/college documentation e.g. the prospectus, reports, home – school agreements.

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.