



# ATTENDANCE POLICY

Policy Updated	Sept 2018
Next Review	Sept 2019

# Attendance Policy

In partnership with you as parents, we aim at having a successful school. Your children play their part in making it so. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Hence, it is very important that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

## The Importance of Regular Attendance

**Learning:** Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your responsibility and permitting absence from school without a good reason creates negative consequences regarding your child's achievement and a negative school image.

**Safeguarding:** Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

Attendance  
Behaviour management  
Health and Safety  
Access to the curriculum  
Anti- bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter.

## Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, students and all members of school staff.

To help us all to focus on this we will:

- Report to you as part of your child's school report, their attendance rate and how this relates to their attainments;
- Celebrate good attendance by presenting certificates of attendance to students;
- Discuss your child's attendance and punctuality with you at parent consultations;
- Contact you throughout the school year should we have a concern regarding your child's attendance.

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## Types of Absence

Every day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

## Persistent Absenteeism

A pupil becomes a 'persistent absentee' when they miss 20 school days or more for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and cooperation to tackle this. We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA students are tracked and we also combine this with academic mentoring where absence affects attainment.

## Absence Procedures

If your child is absent you must:

- Contact us before 8.00am on the first day of absence and every subsequent day of absence;
- Send a note in on the first day they return with an explanation of the absence – **you must do this even if you have already telephoned us.**

If your child is absent we will:

- Telephone you after 8.30am on the first day of absence if we have not heard from you;
- Contact you to discuss the situation if absences persist;
- May refer the matter to KHDA if attendance moves above or near 20 days.

The minimum level of attendance for this school is 96%. Our target is to achieve better than this. Through the school year we monitor absences and punctuality to show us where improvements need to be made.

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

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