

Attendance Policy

Status : statutory

Purpose :

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available. Student learning and personal growth is vital and a priority in this school.

Relationship to other policies

This policy should be read in conjunction with the policies on Curriculum and Behaviour Support and the Home School Agreement.

Role and responsibilities of Headteacher, other staff, Governors

The head teacher will ensure that

- Pupils are registered accurately and efficiently
- Parents or carers are contacted on the first day that an absence occurs, if the reason for the absence is unknown
- Pupil attendance is monitored regularly
- School attendance statistics are reported to the LA as required
- Pupils absent for long periods because of ill health receive learning materials, if appropriate.
- A senior member of staff will meet regularly with the Education Welfare Officer.

Classroom staff are expected to

- Register pupils accurately using the agreed format
- Report pupil absence daily if the reason for absence is unknown
- Encourage pupils to attend school regularly

The Governing Body will ensure that the LA is informed about the long term absence of any pupils.

Arrangements for monitoring and evaluation

The headteacher will provide attendance data to Governors in the headteacher's report if required.

Attendance Policy Implementation

See also Staff Handbook

- Pupils attendance at the Castle School is seen in the context of the ethos of the school.
- Registers should be completed at the beginning of the morning and afternoon sessions and returned to the Reception area.
- There is strong emphasis on the fostering of positive attitudes to school and the creation of a climate based on mutual trust and support. Although pupils do not have the opportunity to truant owing to the clearly defined school transport arrangements, it is still important that attendance is carefully monitored because a pupil's absence from school may indicate
 - Unhappiness at school
 - Parents/carers lack of confidence in the school
 - Problems at home
- In all cases of absence/non attendance an explanation should be given by letter, telephone or a message via the school transport escort/driver. This should be given on the first day of absence.
- If an absence is not explained, the class teacher or a member of the classroom staff should seek an explanation by telephone on the day the absence occurs
- Staff should be particularly alert to absences relating to problems which have arisen at school or at home

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Family Holidays

- Absence for family holidays during term time should be requested on the special form available from the office. These forms should be completed by parents before the holiday, signed by the class teacher and given to the Head teacher or Deputy for authorising. This will be granted in exceptional circumstances at the discretion of the Headteacher.

Illness

- Pupils who are unwell should not be in school. If classroom staff feel that a pupil should be at home because of illness they should contact the school nurse for confirmation of this and then arrange for the pupil to be collected by his/her parents.
- If a pupil has been suffering from diarrhoea and/or vomiting they must be kept away from school for 48 hours after the last occurrence.
- For other illnesses e.g., chicken pox, impetigo, measles etc the Local Authority issue guidelines regarding the exclusion period pupils need to be away from school. Please consult exclusion time in the West Berkshire Health and Safety Manual (in office) before speaking to parents/carers.

Rights Respecting School

This policy adheres to the principles of the United Nations Convention of the Rights of the Child (UNCRC) specifically articles: 3, 16, 18, 23, 28, 29 & 31.

Last reviewed: 11 May 2017

Next review date: May 2020