



Believe. Achieve. Succeed.

Attendance Policy

Aims

The Governors of Seahouses Middle School are committed to providing a full and efficient education for all of our pupils. We believe that all pupils benefit from education and that regular and punctual school attendance and good behaviour are vitally important for the attainment, life chances and employment prospects of our pupils. It is also crucial to the delivery of all five ECM outcomes:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- achieving economic well-being

To these ends, we will do all we can to ensure that all pupils attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Expectations

We expect that all pupils will:

- Attend school regularly.
- Arrive on time and appropriately prepared for the school day.
- Tell a member of staff about any problem which is making it hard for them to attend school regularly.

We expect that all parents / carers will:

- Encourage their children to attend school every day and on time.
- Ensure that they contact the school on the first day of their child's absence.
- Ensure that their children arrive in school fully prepared for the school day and check that they have completed their homework.
- Provide the school with up to date home, work and emergency contact numbers.
- Not arrange family holidays to take place during the school term.
- Inform the school in confidence about any problem which might affect their child's attendance or behaviour.

Parents / carers can expect that the school will:

- Provide a good quality education.
- Record their children's attendance regularly, accurately and efficiently.
- Contact the parent if a child is absent and the parent does not contact the school to explain why.
- Deal discretely and properly with any problem notified to the school by the parent.
- Make all efforts to encourage good attendance and behaviour.
- Instigate proper enquiries before removing the child from the school roll.

Promoting Good Attendance

We will encourage good attendance by:

- Accurately completing attendance registers at the beginning of each session and within 30 minutes of the start of the session.
- Following-up absence on the first day.
- Undertaking attendance checks at appropriate times.
- Recording good attendance on pupil's records of achievement.
- Sending parent / carers annual attendance figures.
- Collecting data on attendance for the whole school and by year group and making this available to Governors and to parents.

Responding To Non-attendance

When a pupil fails to attend school without a satisfactory explanation, we will:

- Contact the parent on the first day of absence by telephone or write to them by first class post.
- A second letter will be sent to the parent / carer if there has been no response and the unauthorised absence has exceeded 3 school days.

- If the non-attendance continues beyond 9 days or if the pupil fails to attend for 3 complete weeks in any 6 week period, a further attempt will be made to telephone the parent /carer.
- If the pupil or parent / carer fails to respond, the matter will be discussed with school's Education Welfare Officer, with a view to a formal referral.

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Headteacher will be responsible for deciding upon the programme for return and for the management of the programme. All staff need to be aware that this is a difficult process which requires extreme sensitivity and that any problems should be notified to the Head as soon as possible. In collaboration with the parent and the EWO, programmes will be tailored to individual needs and may involve phased, part-time re-entry with support in lessons, as appropriate. This may involve the Special Educational Needs Coordinator. Staff will be notified of the return of a long-term absentee through the daily note.

Organisation

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the pupils the importance of the education being provided.

Governors

- To ensure that the school has in place a whole school attendance policy.
- To receive an annual report from the Headteacher in respect of attendance data and trends.
- To monitor the effectiveness of the whole school policy.

Headteacher

- To oversee the whole policy.
- To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those pupils looked after by the County Council.
- To report to Governors on attendance issues on an annual basis.
- To oversee the collation and analysis of attendance data.
- To produce an attendance profile for the whole school.

- To ensure liaison with the link Education Welfare Officer. (See Appendix A)
- To initiate contact with parents / carers in the case of prolonged and unexplained absence.
- To organise the reintegration of long-term absentees.

Class Teachers

- To complete registers accurately and on time.
- To record all reasons for absence in the register.
- To inform the Headteacher of concerns.

Office Manager

- To check registers have been completed accurately and on time.
- To contact any parent who has not contacted school by 10am on the first day of any absence.
- To liaise with the Educational Welfare Officer on her fortnightly visits.
- To report any concerns re attendance to the Headteacher.

Review

This policy will be subject to review and evaluation after one full year of operation and thereafter subject to changes in local and national policy, but at least every two years.

September 2012

Appendix A

EDUCATION WELFARE SERVICE

SCHOOL VISITS

1. Agreements will be made between the Education Welfare Officer and individual schools with regard to the frequency and duration of visits.
2. Meetings between the school's link Education Welfare Officer and designated members of the school staff should be timetabled.
3. The link Education Welfare Officer and school staff should endeavor to ensure that they meet at the agreed time and if the meeting time has to be changed, the necessary contact should be made.
4. Regular meetings should not include time for register checks unless a specific course of action is being taken (ie 'targeting' particular year groups or areas).
5. Education Welfare Officers will, insofar as is possible, attend appropriate meetings in schools in addition to their weekly timetabled visit.

School Term Time Leave

Legal Position

The legal position is described in The Education (Pupil Registration) (England) Regulations 2006 and is summarized as follows:

- A pupil may be granted leave of absence from school to enable him / her to go away on holiday;
- An application should be made in advance to the Headteacher by the parent / carer with whom the pupil normally resides;
- The Headteacher should only grant leave of absence where there are special circumstances relating to the application;
- Only in exceptional circumstances should a pupil be granted more than ten school days leave of absence in any school year;

The Alnwick Partnership of Schools Agreed Criteria

- The school holiday form is completed by the parent / carer and submitted at least two weeks in advance of the leave;
- The leave is not taken during national or school testing weeks;
- The leave is not taken during the first two weeks of September due to this being an important time for establishing relationships, routines etc;
- The child's attendance is currently above 90% (if it is the start of a new academic year, the last years attendance will be used);
- School will inform the parent / carer in writing, advising whether the leave has been authorised. It will be made clear the reasons why the decision has been taken and the criteria used. The letter will also explain the category of "unauthorised" absence should that be necessary;
- The actual date that the child will return to school must always be provided by the parent / carer;