



Policy on School Attendance

Date last reviewed by Safeguarding Committee: November 2015

Date of next review: November 2018

At Handcross School, every child is special

Aims for the School

- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a *direct impact on the children's learning*.
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2017

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.

Relationship to Other Policies

The policy on attendance should be read in conjunction with the policy on Child Protection, school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

The school follows the following government guidance:

'Children Missing Education: Statutory guidance for local authorities September 2016' which can be accessed from

<https://www.gov.uk/government/publications/children-missing-education>

'School Attendance' Government guidance for maintained schools November 2016' which can be accessed from <https://www.gov.uk/government/publications/school-attendance>

School Attendance parental responsibility measures Jan 2015 Government guidance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Roles and Responsibilities of Head Teacher, Staff and Governors

The Head Teacher will ensure that:

- pupils are registered accurately and efficiently;

- attendance targets are set for the school;
- parents or carers are contacted by 9:30 a.m. when reasons for absence are unknown or unauthorised;
- pupil attendance and lateness are monitored regularly;
- school attendance statistics are reported to the LA and Governing Body;
- the LA officer is provided with registers of attendance and supported in following up long-term absences;
- pupils absent for long periods because of ill-health receive appropriate learning support;
- she challenges parents who take their children out of school for holidays in term time;
- children who attend for 100% of sessions will be rewarded at the annual Prize Giving ceremony.

All teachers are expected to:

- register pupils accurately and efficiently and return the registers to the School Office by 9:00 a.m.;
- report pupil attendance and lateness daily;
- encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences.

Pupils will be encouraged to:

- attend school regularly and be punctual;
- inform staff if there is a problem that may lead to absences.

Parents and carers will be asked to:

- ensure the child attends school regularly- this is included in the Home – School Agreement;
- inform the school on the first day of non-attendance;
- not take holidays in term-time

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

Arrangements for Monitoring and Evaluation

The Head Teacher will, on a yearly basis, provide data on pupil attendance against the number of sessions taught, and will provide comparisons with previous terms and years. The Head Teacher and the Governing Body will evaluate the data and decide what, if any, further action is required.