



Attendance Policy

To be adopted by Trustees: 19th June 2017

Next review date: June 2018

Introduction

Parkfield School seeks to ensure that all its pupils receive a full-time education which maximizes opportunities for each pupil to realise his/her true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives Parkfield School will further develop and maintain an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

The named attendance lead for the school is **Thyrza Pickering**.

Whole school policy for school attendance

The aims of this policy are to:

1. Improve the overall percentage of pupils at school to at or above the National Averages is a priority for all those associated with the school.
2. Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
3. Provide support, advice and guidance to parents and pupils.
4. Develop a systematic approach to gathering and analysing attendance related data.
5. Further develop positive and consistent communication between home and school.
6. Implement a system of incentives and rewards to encourage good attendance.
7. Promote effective partnerships with the Education Social Work Service and with other services and agencies, including other schools and academies.
8. Recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Responsibilities

The Governing Body

- a) The GB holds the school to account regarding pupil attendance through regular reports to board meetings.
- b) The Lead Governor for attendance is Graham Exon.

The Principal

- a) Takes overall responsibility for punctuality and attendance issues and for monitoring the work of all staff in relation to their punctuality/attendance responsibilities.
- b) Considers Leave of Absence requests via letters from parents and considers if the request presents EXCEPTIONAL CIRCUMSTANCES. The outcome is in a letter back to parents.
- c) Can ask the Local Authority to issue Penalty Notices to parents where their child's attendance remains a matter of severe concern or where parents do not respond to refusal of a request for Leave of Absence.

N.B. Penalty Notices impose a £60.00 fine on parents if paid in 21 days or £120.00 if paid in 28 days. The fines are per parent, per child. Unpaid fines can lead to prosecution.

The Attendance Lead

Takes responsibility for analysis of attendance data and for some communication with parents/carers by telephone, face to face, or by letter of concern about their child, where there are poor levels of attendance. Attendance is analysed weekly. The analysis is discussed with the Attendance Officer and action is agreed.

The Administration Officer

- a) Makes first day contact with parents/carers of other absent pupils, where there is no received message, nor authorization of the absence. Verbal messages are written down and are kept for three years, as are all other notes relating to absence.
- b) Contacts parents/carers of pupils who are deemed to be Persistent Absence pupils i.e. Persistent Absentees (i.e. attendance less 90%)
- c) Provides attendance data to the Attendance Lead and Principal with all Requests for Leave received from parents.
- d) Record reasons for pupil lateness at the start of each session. Implements systems in regard of student punctuality. The Late File is monitored weekly.

All Staff

- a) All staff have a responsibility for punctuality and attendance. Concern should be acted upon and can be discussed with the Attendance Lead.
- b) Teachers have legal responsibility for maintaining accurate registers and for raising concern about punctuality, attendance or unexplained absence.
- c) All staff should regularly use SOL Tracker information to have informed conversations with students.

Parents/Carers

- a) Have a legal duty to ensure that their children attend school regularly and punctually.
- b) Support from school should be sought if parents/carers have a concern about getting their child into school.
- c) Appointments with doctors and dentists should be made outside school time.
- d) Holidays should be taken outside of term time.
- e) Leave should not be requested except in critical and exceptional circumstances, in which case a letter should be written to request this. The parent does not have to agree the request. The parent/carer can expect to receive a written response regarding the decision which is final.