



Attendance Policy

School Mission Statement

'Investing in Individuals – Transforming lives'.

We believe that investing in individuals will help us transform lives and therefore we strive for excellence in all aspects of the life of the school.

Excellence in:

- The quality of learning which pupil's experience.
- The quality of teaching that we provide.
- The richness of the environment in which they learn.
- The quality of opportunity we provide, regardless of ethnicity, gender or disability.

Ethos

Every child, whatever their background or circumstances, will have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution, and achieve economic well-being (Every Child Matters)

At the South SILC we expect good attendance from our pupils in order for them to make the most of the opportunities that the school has to offer and we rely on our partnership with parents and carers to ensure that this is achieved.

Aims

- To raise attendance
- To raise level of achievement
- To maximise opportunities both in school and in later life - all pupils, parents and carers should be aware that every day counts
- To work effectively with parents/carers and agencies to maintain and improve attendance levels.

Authorised and Unauthorised Absence

The law requires that all schools must now show the difference between authorised and unauthorised absence.

Authorised absence can be:

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance

Authorised absence requires written or telephone communication from parents/carers prior to and on the first day of absence. A pupil's word, communication by escort or a note in the school diary cannot be accepted.

Unauthorised absence is:

- Truancy
- Staying at home to look after young children or sick relatives
- Going shopping or having hair cut
- Any absence which the school has not been informed about, either by letter or telephone
- Family holidays in term time.

Procedures / Responsibilities

Management

- The Principal and Governors will set, monitor and review attendance targets
- A member of SMT will be responsible for performance monitoring and management
- The Pupil Welfare Officer will analyse school registers and action any unauthorised absence including, contacting parents/carers.
- The Designated Teacher will monitor attendance for Looked after Children.

Staff

- Pastoral teachers will mark registers twice daily using the appropriate codes and will inform the Office immediately if a pupil has to return home due to illness, behavior, etc.
- The School Administration staff will input attendance codes and provide printouts for those pupils with 90% attendance or less.
- The School Administration staff will make first day contact to any parent or carer who has not supplied a reason for absence.
- The School Administration staff will send a letter home following an unauthorised absence where first day contact has been unsuccessful.
- Staff on partnership sites will ensure that registers are returned to the Broomfield site promptly.
- The Pupil Welfare Officer will contact parent/carers to offer support when a pupil's attendance falls below 90%
- Staff will have a positive attitude and culture around attendance, make children feel safe and enabled at Broomfield and partnership sites.

Parents/Carers

- Parents/carers should notify school of all absences on the first day
- Parents/carers should ensure that any absence is covered by a note on the pupil's return to school
- Parents/carers should notify the school before any absence which is known in advance such as a medical appointment and a copy of the letter/appointment card should be submitted to school
- Parents/carers need to write a letter stating and/or requesting holiday absence
- Parents/carers need to be aware that the same rules apply to 16-plus pupils.

Pupils

- Attendance will be noted on Annual Reports and Annual Review Paperwork to Parents/Carers.
- Pupils over school leaving age who have chosen to stay on are expected to attend full-time (5 days) unless special arrangements have been made.

Implementation

Pupils, staff, parents and governors will be aware of the school's policy regarding attendance.

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness.

Consultation

1st draft February 2008

Presented to SMT 9th April 2008

Policy approved by governors 22nd April 2008

Review

Reviewed July'09, July'10, Governors' Sub Committee 16/01/11, July'11, Governors' Sub Committee 9/3/12, B Ainge and C Rainford 10/10/12, July'13, B Ainge and C Rainford 18/9/13 -draft copy Emailed to Bev Newstead, Governors' Sub Committee 04/02/14, July 14, Sept 15, Reviewed 16/09/2016.