



**Best Futures School**

*Where Children Come First*

# ATTENDANCE POLICY

Date updated – May 2021

Lead – Dawn Best

Prepared by – Dawn Best

Review Date – March  
2022 (in line with gov  
updates) or sooner if  
legislation changes

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

### Aims

- To create a culture in which good attendance is accepted as the norm
- To demonstrate that good attendance and punctuality is valued by the school
- To maintain and develop effective communication regarding attendance between home and School
- To have in place procedures to prevent truancy

### Procedure

#### Role of the CIC Board:

- Delegate powers and responsibilities to the Principal to ensure all school personnel are aware of and comply with this policy
- Ensure that the attendance policy is carried out
- Set attendance targets for the year (ASPR)
- Ask questions about trends and what is being done to prevent persistent poor attenders
- Monitor termly progress towards these targets
- Be responsible for the effective implementation, monitoring and evaluation of this policy

#### Role of the Principal/Senior Leadership Team:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Undertake the daily monitoring of school attendance via the First Response procedure
- Monitor trends by using data effectively to help strategic planning;
  
- ATTENDANCE POLICY
- Target intervention and support to those children that have been highlighted as poor attenders;
- Attend regular meetings with the Education Welfare Officer;
- Have in place a system for parents to report a child's absence;
- Report to the CIC Board the attendance figures and progress to achieving the set targets;
- Remind parents of their commitment to this policy;
- Promote the importance of attendance at all times;
- Publicise good attendance during assemblies, newsletters and the termly report to the CIC Body;
- Award good attendance rewards to pupils when they have achieved 100% attendance;
- Introduce rewards and incentives to encourage punctuality;
- Organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- Monitor the effectiveness of this policy and report to CIC Board.

- First day response calls - a designated member of staff will operate a first day response procedure which involves;
- Contacting parents if they have not reported their child's absence by 10.30 a.m.
- Sending a letter or conducting a home visit (decision made by Principle) if no contact is made;
- Continuing to contact the parents throughout the day until contact is made;
- Reporting back any concerns to the Principal immediately;
- Recording reasons for absences;
- Requesting a return day from parents;

#### Role of School Personnel

- School personnel will:
- Comply with and implement this policy
- Set an example of punctuality and good attendance;
- Ensure that registers are taken at the appropriate times and are accurate and up to date;
- Monitor class and individual attendance patterns;
- Inform the school office of any concerns about attendance or suspected truancy;
- Emphasise the importance of punctuality and good attendance;
- Discuss individual pupil attendance at parent-teacher consultations

#### Parents are responsible for:

- Ensuring that their children are punctual and know the importance of good attendance;
- Ensuring their child attends school for 95% of the time or more and is only absent for the reason of genuine illness;
- Informing the school on the first day of absence;
- Informing the school of any changes to their contact details;
- Collecting their children on time

#### Pupils are responsible for:

- Arriving at school on time;
- Knowing the value of good attendance;
- Knowing the seriousness of truancy, attending classes during the school day and not playing truant

#### Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Principle and Attendance Officer to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement, then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.

#### Dealing with Truancy

If a pupil is thought to be playing truant, then the school will inform:

The parent/carer;

The police

All pupils who truant will be

Managed through the school's discipline procedures and behaviour policy;

Provided with appropriate support;

Referred to the Education Welfare Officer

Monitored carefully;

The Police must be informed immediately if a pupil leaves school without prior permission. School safeguarding team to be made aware.

Absence Illness - Parents are asked to provide details of any illness and are encouraged to send pupils in when they are able as staff are able to administer medicine in school as prescribed by GP. Where there is an infectious condition, the school first aid officer can advise parents of the appropriate time to be taken for the absence before returning the child to school. For illnesses that persist for longer than the expected time, parents will be asked to provide a doctor's note.

Holidays during term time – Request for leave should be presented to the Principal and will only be granted in exceptional circumstances. If parents choose to take their child on holiday without permission. This will be unauthorised and parent/carers will be subject to a fine.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education. If an appointment must take place during school time, then the parent is asked to collect the child at the time required and return them to school for any remaining lesson time. They should provide a copy of the medical appointment.

Children Missing in Education.

Best Futures follow North East Lincolnshire council's guidance and policy for children missing in education. This guidance and policy can be found at <https://www.nelincs.gov.uk/wp-content/uploads/2016/01/Children-Missing-from-Education-Policy-March-2017.pdf>

In the event of a child not arriving at school and no contact being made from parents/carers, Best Futures attendance officer will:

- Attempt to make telephone contact with the parent/carer of the pupil. If contact is not be made, a home visit will be carried out.
- If contact is still not made and it is deemed that the child may be at risk then all relevant agencies will be informed of the pupil's failure to attend.
- If a child is missing from education for longer than 10 days, the school will contact Missing Person Office at North East Lincolnshire Council, manager of children missing in education department. Telephone: 01472 326291 (option 4)

<b>Proprietor</b>	Dawn Best	Signature	<i>D H Best</i>	<b>Date:</b>	May 2021
<b>CIC Board Member Admissions</b>	Tracey Allen	Signature	<i>T. Allen</i>	<b>Date:</b>	May 2021
<b>CIC Board Member</b>	Steve Davies	Signature	<i>S J Davies</i>	<b>Date:</b>	May 2021