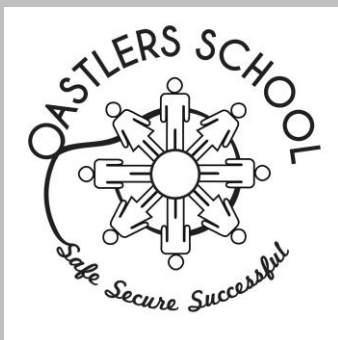



Attendance Policy & Practice



Oastlers Policy

Approved by Governing Body On	19 Janaury 2017
To be Reviewed On	January 2020
Signed on Behalf of the Governing Body	

Attendance Policy and Practice

Purpose / Background

Oastlers considers the promotion of good attendance as a key priority in terms of raising the achievement of all learners. Oastlers will provide learners with a framework in which they can:

- Be healthy
- Stay Safe
- Enjoy and achieve
- Make a positive contribution to society
- Experience social and economical well-being

We are committed to working in partnership with learners, parents/carers, the local community and relevant agencies in order to ensure that we continue to improve the attendance of all our learners.

Objectives

Raise the learner's attendance percentage level at Oastlers to 95% by:

- Ensuring the punctuality of learners
- Reducing the number of learners with persistent absence
- Reducing the percentage of unauthorised absences
- Demonstrating a year on year capacity to improve attendance

This attendance policy will interlink with other policies, including safeguarding, anti-bullying and curriculum.

Strategies

Oastlers school have high expectations of learners and will encourage good attendance by:

- Encourage learners and parents/carers to account promptly for any absences.
- Ensure absences are only authorised where the school are satisfied that the absence was genuine.
- Develop attendance incentive schemes (individual and group awards etc.) in accordance with the needs of the school.
- Highlight important dates such as SATs in newsletters, school website and letters home etc.
- Explain to learners how poor attendance can impact on attainment.
- Monitor how the curriculum and ethos of the school impact on school attendance.
- Monitoring and referral procedures will be put in place to ensure that learners whose attendance is a cause for concern are identified promptly.
- To provide support through the school's own pastoral systems, including appropriate contact with parents/carers.
- Analyse attendance data, looking for emerging patterns of non-attendance.
- Provide the LA with accurate attendance data as required
- To provide a stimulating and accessible curriculum, which ensures personalised learning is successful.
- The views of each learner and their parent(s)/carer(s) will be sought regarding their attendance and, this will also inform the behaviour target setting process.
- The school education social worker will manage multi-agency networks which support the attendance improvement targets for individual pupils.
- To ensure clear communication and guidance to learners and parents/carers regarding the importance of good attendance and the implications and consequences of absence.

If a child is absent

We believe that learners need to attend the school for all sessions, so that they can make the most progress possible, however when a learner is absent the class teacher will record the absence in the register in line with the Education (Pupil Registration) (England) Regulations 2006.

Parents/carers should make every effort to let the school know why their child is not attending by 9.30am on the first day of absence. Should no contact be made by parents/carers the Education Social Worker will try to contact the parent/carer for an explanation as to why their child is absent.

If there is any doubt about the whereabouts of a learner, the school will contact the parent/carer straight away, in order to check on the safety of the learner. This may include a welfare home visit if appropriate

Where possible all medical appointments be made outside school hours.

Requests for leave of absence

We expect parents to take their family holiday in the normal school holiday periods. Legislation states schools can give up to 10 days leave of absence **only** in exceptional circumstances and are at the discretion of the Head teacher. In the case of a Looked After Child the learner's respective Social Worker is the only person who can request such leave during term time.

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher can determine the number of school days a learner can be away from school if leave is granted.

Enforced Closure of the School

The Education (Pupil Registration) (England) (Amendment) Regulations 2010 regulation 6(5) allows for the closure of a school in exceptional circumstances:

Examples of circumstances in which learners could be unable get to school because of serious disruption to travel caused by:

- A weather-related emergency, such as snow or flooding,
- A natural disaster, such as the impact on air travel of a volcanic eruption,
- A health-related emergency, such as restrictions on travel in certain areas related to a foot and mouth outbreak,
- Travel disruption caused by the rationing or non-availability of fuel,
- In the case of a learner for whom transport to school is provided by the school or a local authority, and whose home is not within walking distance of the school, that the transport is not available..

Roles and responsibilities

Headteacher will ensure that:

- A senior member of staff and education social worker will lead on attendance and the monitoring of all learners with individual attendance targets.
- That all statutory requirements are met.
- Reports on learner attendance are submitted to the Governing Body.
- The Education Social Worker will take account of the views of their learners, parent(s)/carer(s) and that necessary multi-agency networking takes place.

The Governing Body will ensure that:

- Reports on learner attendance are received showing the relative impact of any interventions.
- That the attendance policy is effectively delivered.