



This Policy was updated in August 2017.

The Policy will be reviewed and updated every twelve months.

Trustee with Responsibility: Alison Robinson, Leadership and Management Team

Attendance Policy

Rationale

It is very important to us at The Treehouse that our pupils enjoy and look forward to coming to school. Whilst we recognise that regular attendance at school is an important factor in maintaining continuity and maximising learning; responsibility for this lies with all the parties involved; the child, parents and the school. In the event that attendance levels fall, a solution will be sought in conjunction with the child and parents.

Principles

We aim to:

- build and develop high quality relationships throughout the school – between staff, with and between children, and with parents;
- maintain a caring and harmonious atmosphere, where all people connected to the school feel welcomed and wish to be there;
- ensure that the whole school community understands the importance of regular attendance and the detrimental impact of non-attendance on both learning and the sense of belonging;
- be proactive, working closely with all parties, to ensure that any period of absence is as brief as possible;
- encourage children, as they get older, to take responsibility for their own attendance.

Strategies to Promote Regular Attendance

- providing a curriculum that is relevant, motivating and leads to children wanting to come to school;
- consistent, clear messages with pupils and parents about the importance of regular attendance;
- promoting a pride in good health and willingness to keep going unless really poorly;
- children will be taught a range of strategies to help them deal with situations that they may encounter;
- children, parents and staff will be encouraged to talk openly about any issues that may affect attendance.

We would ask parents that their children:

- attend school every day unless really poorly;
- arrive on time, appropriately prepared for the day;
- endeavour to keep health appointments and holidays out of school hours whenever possible;
- inform the school if their child is unable to attend;
- seek permission from the school for any leave of absence;

School Procedures:

Registers will be updated in the morning. Any child who is absent from school at the morning or afternoon registration period must have absence recorded as authorised (/), unauthorised (0) or as an approved educational activity (V).

Lateness

Morning registration will take place at the start of school at 8.45 am. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. Pupils arriving after the start of school but before the end of the registration period will be treated as present for statistical purposes but coded as late (L) before registers close.

First Day Absence

If a child is to be absent, parents are asked to phone the school. If a child is absent and no phone call has been received then the school will contact the family home to identify the reason for absence. The register will be annotated accordingly.

Continuing absence

If after continued absence no contact has been made by parents a standard letter will be sent inviting clarification.

Absences of Ten Days

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Attendance and Engagement Team. The school will include details of the action that they have taken.

Frequent Absence

It is the responsibility of the head teacher to monitor attendance patterns. In cases where a pupil begins to develop a pattern of absences, the school will in the first instance try to resolve the problem with the parent/s. The headteacher will liaise with the Attendance and Engagement Officer to ensure necessary action is taken when patterns of poor attendance and/or punctuality are identified.

In cases where monitoring shows persistent poor attendance or punctuality, parents/carers will be notified in writing that this is a cause for concern. At this point a parenting contract could be drawn up in consultation with the Attendance and Engagement Officer.

Absence Notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. Where there are attendance concerns, notes may be retained for a longer period.

Holidays in term time

Holidays during term time are discouraged. The school will consider authorising up to 10 days absence (or more in exceptional circumstances) but parents must ask the headteacher for permission.

Register Security

All registers will be kept for 3 years.

Monitoring, Evaluation and Review

Regular review of this policy will enable staff to evaluate its impact and effectiveness.