



# **Attendance Policy**

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## **Barcombe CE Primary School**



**Barcombe Hamsey Plumpton  
Skylark Federation**

**Reviewed and approved by FGB: September 2017**  
**Next review: September 2018**

Signed .....Chair of Governors      Date .....

Signed ..... Executive Headteacher      Date .....

# **ATTENDANCE POLICY**

## **Barcombe CE Primary School**

This policy reflects the vision and aims of Barcombe CE Primary School by

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance.

### **Principles**

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

***Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.***

***Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:***

- ❖ ***parents keeping children off school unnecessarily***
- ❖ ***truancy before or during the school day***
- ❖ ***absences which have never been properly explained***
- ❖ ***children who arrive at school too late to get a mark***

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service from the Local Authority. The Practitioner will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

## **Procedures**

The school applies the following procedures in deciding how to deal with individual absences:

Parents are expected to notify the school promptly regarding any absence; telephone communication is expected by 9.00am. Evidence of medical appointments is required. Applications for absence due to exceptional circumstances are handled robustly following LA procedures.

## **Information about individual school targets, projects and special initiatives**

The school has adopted the following attendance targets and special projects:  
Barcombe CE Primary School's attendance target for 2017/2018 is 97%+

### **Reducing the Risk of Children Missing Education (CME)**

We ensure that our school codes registers accurately. We operate a first day call system in which we contact families of children who are missing from school. If we receive an unsatisfactory reason or we are unable to gain an explanation for the absence and the child is either the subject of a Child Protection Plan or is 'Looked After' we make a referral to the LA immediately. If we have welfare concerns about a child we continue to monitor family very robustly. We will make a referral to the LA at any point if appropriate. If we have had no previous welfare concerns but a child is absent we will monitor and refer if appropriate.

If a child goes missing during the school day we will:

- Search the premises very carefully
- Contact the parent/carer to make them aware of the situation
- Contact the police if the child is not found (after 15 minutes)
- If we have been unable to make contact with the parent/carer we will continue to try to do so
- Once the child is found a risk assessment and safe management plan will be established (with parental involvement wherever possible) in an attempt to prevent this happening again

**Those people responsible for attendance matters in this school are:**

Executive Head Teacher-Stewart James; Head of School-Ruth Force  
SENCO-Sophie Shannon;

## **Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Policy adopted 18/9/17; review date-September 2018

(date)