



## **The Federation of Cherry Oak School, Victoria School and Victoria College**

### **Attendance Policy**

This policy only applies to Cherry Oak School and Victoria School

The Federation of Cherry Oak and Victoria School is committed to providing all pupils with an appropriate and effective education in a safe and happy environment. Each child is welcomed, valued and respected and encouraged to respect themselves and others. We aim to empower all children to gain the essential skills both academic and social that will equip them for life.

We believe that education is essential for all and to achieve their full potential children need to attend regularly and punctually. Non-attendance at school for any reason is an important issue that must be treated promptly and seriously. In all cases of non-attendance it is essential that early action is taken.

'Ensuring Children's Right to Education' DSCF 2008

The Governors, Head teacher and staff of both schools' acknowledge that there is a strong correlation between high attendance pupil progress.'

### **ROLES AND RESPONSIBILITY**

The aim of the policy is to promote the 'most effective education for pupils at Cherry Oak and Victoria Schools'. In order to achieve this it is vital that pupils attend school consistently and promptly. In order that pupils and parents co-operate with this policy and pupils gain their full entitlement to education, parents will be informed of the requirement on attendance.

### **PARENTAL RESPONSIBILITY**

Adults have a primary role in the attendance of pupils. Good examples of attendance and timekeeping by staff and parents provide role models for pupils. Parents are notified regularly via letters and newsletters about the importance of attendance and timekeeping, and their responsibility in ensuring regular attendance and the importance of notifying absences to school.

### **AT VICTORIA**

Contact between parents and School is encouraged in order to account for absences. This may take the form of verbal messages through the guides, through letters or telephone calls.

Office staff taking telephone calls will notify the class teacher by completing their register electronically and making a note on the 'events' tab on CMIS. Guides will complete the Nurses sheet giving details of any pupils who are absent.

#### AT CHERRY OAK

Contact between parents and School is encouraged in order to account for absences. This may take the form of verbal messages through the guides, through letters or telephone calls.

Office staff will call or text parents to establish why a pupil is absent. An excel spreadsheet is kept for each class which records the reason for the absence and the details of the contact with parents. Class teachers will be informed.

#### AUTHORISED AND UNAUTHORISED ABSENCES

It is for the school, not the parent, to decide whether or not to authorise any absences. The school will not authorise absences in the following circumstances:

- Where no parental explanation is given.
- For extended visits overseas where no approval has been given.
- For holidays in term time (unless there are exceptional circumstances.)
- For shopping trips.
- For leisure days out.
- Where it is believed a parent is condoning an unnecessary absence.
- In other cases where it is deemed there is no reasonable explanation.

#### LEAVE OF ABSENCE

In both schools requests for Leave of Absence must be made in writing to the Head of School/ Executive Head teacher. In the case of absence for family holidays these will only be authorised in exceptional circumstances. At Victoria a holiday form should be obtained from the main office and be completed and sent into school before any arrangements are made.

Absence for the observance of a religious festival will be authorised for a maximum of two days per school year.

Approval for extended holidays abroad, in the family's home country, will only be considered on receipt of a written request and completion of the schools Holiday request Form, and only then in exceptional circumstances. The Governing Body has delegated this responsibility to the Head of School/Executive Head teacher. If consent is given it will be for a maximum period of 6 weeks with an agreed return date. If the pupil fails to attend after this period this absence will be recorded as unauthorised and will be referred to Family Support.

## CHANGE OF ADDRESS

Parents must inform the school immediately if they have a change of address. In case of emergency we must be able to contact the parents, carers or a third named person. Parents must provide this information when they first register their child, and keep information including telephone numbers up to date.

## SCHOOL PROCEDURES

### AT BOTH SCHOOLS

Morning registers close at 9.40am *except on days of particularly inclement weather, when the Head of School will declare that the school should close registers at 10am.* Afternoon registers close 5 minutes after the start of the afternoon session (1.35pm).

Class teachers should carry out an ongoing monitoring of both attendance and punctuality.

### AT VICTORIA

First day absence calls are made by office staff as soon as the registers have been submitted. Notes are made on the 'events' tab on CMIS and the register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to parents about their child's absence.

If no contact is made with the parents by the second day a "Safe and Well" visit will be made. If no one is at home every attempt will be made to find further information i.e. from neighbours and Emergency contacts.

If no progress is made we would contact the missing children team and report the child as missing.

If a child returns to school where no contact has been able to have been made during the absence the parents will receive a letter from the Head of School reiterating the school procedures for pupil absence.

A weekly report is produced by the office to be taken to the Family Support meeting. All unauthorised absences are discussed and appropriate action is agreed at this meeting. In cases of frequent, short or long term absences the family Support meeting would decide on appropriate next steps.

If a parent contacts the school to say a child is ill and will be off for a week the school will do a "Safe and Well" check after the third day.

Where children are admitted to hospital the designated Nurse will contact the Children's Hospital on a regular basis. Our Home worker will also contact the family and will provide liaison to enable the pupil to return to school as soon as they are well enough to do so.

COA

Pupils who arrive late at school because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur the Education Transport Department will be informed.

Pupils who arrive late in school will be required to report to the school office where their late mark will be recorded.

When classes go off site during school time details must be recorded in the diary in the school office.

#### **AT CHERRY OAK**

First day absence calls are made by office staff as soon as the registers have been submitted. The register is amended to show the reason for the absence. A message will be left on the home phone/mobile phone if we are unable to speak to parents about their child's absence.

If no contact is made with the parents by the second day a "Safe and Well" visit will be made. If no one is at home every attempt will be made to find further information i.e. from neighbours and Emergency contacts.

If no progress is made we would contact the missing children team and report the child as missing.

Failure to contact the school regarding pupil absence will result in a letter from the Head of School asking the reason for the absence.

Pupils who arrive late at school because of difficulties with organised transport (taxi or minibus) will be marked as present. Where patterns of consistent late running by contractors occur the Education Transport Department will be informed.

Pupils who arrive late in school will be required to report to the school office where their late mark will be recorded.

When classes go off site during school time details must be recorded in signing out sheets in the school office.

#### **Children out of school for long periods due to ill health**

Victoria school employs a member of staff to work with the families of children who have extended time out of school due to ill Health. This may be as well as making referrals to James Brindley Home Teaching depending on the age of the children.

The aim of this intervention is to work with the families and the children to successfully enable them to come back to school.

**CHILD PROTECTION CONCERNS**

If there are any Child Protection concerns these will be discussed with the DSL on the first day of absence who will decide on the appropriate steps.

**RECOGNISING GOOD ATTENDANCE**


Good time keeping and attendance will be recognised and rewarded. Rewarding individuals sets good examples, highlighting desired behaviour. This is done through recognising individual and class efforts.

**ATTENDANCE PLANS**

Where a pupils attendance falls below 90% the school will decide on the next step. This will probably be in the form of an Attendance Plan or an alternative support plan.

**MONITORING AND EVALUATION**

The Head of School is responsible for monitoring attendance within school on a weekly basis. The Head of School is also responsible for monitoring overall attendance within the school and will report each term to the Governing Body.

Date Accepted by Governors: ..... 13/07/16 .....  
Signed: .....  .....  
Committee: ..... Full Governors .....  
Review Date: ..... JULY 2017 .....