



## Stroud Valley Community School – Attendance Policy

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*Success Starts By Being At School.*

### **Introduction**

Attendance is a key part of ensuring improved attainment and future life outcomes. Attainment is central to social inclusion and has a major impact on a child's future life opportunities. Attendance, attainment and attitudes are key to raising standards and improving the aspirations and life chances for all children and young people. The purpose of this policy is to ensure that all those affected understand the importance of education and their roles and responsibilities.

### **The aims of this policy are**

- to secure maximum attendance for everyone at SVCS
- to ensure all children receive their curriculum entitlement and achieve their fullest potential
- to develop the skills needed to embrace new experiences
- to build effective partnerships between the school, parents and carers, and external agencies.

**The curriculum** is planned and taught through a skill-based, thematic approach. In order for this to achieve its purpose it requires all children, and staff, to attend school every day.

Learning intentions are usually planned over a sequence of lessons and build on prior knowledge so children need to know what has happened before to gain the fullest understanding.

Therefore children need to attend school for the full 190 days of the academic year unless there is a good reason for absence. It is important they arrive on time, appropriately dressed, prepared for the day and ready to learn. It is the duty of parents and carers to take responsibility for these actions.

Good attendance and punctuality are also important life skills and may impact upon the child's future economic well-being.

### **Illness**

If a child is unwell it is important that we know about non-attendance before school starts and before 9am at the latest. We have a safeguarding duty of care to our children which includes knowing where they are during the school day. If children are marked as absent in the register and we do not know they are at home ill then we will ring home to check they are safe and with their families.

### **Punctuality/Lateness**

It is important that children arrive in school on time and ready to learn. Arriving into a lesson that has already started can make it difficult for a child to settle easily. Although we will always do our best to explain to late arrivals the activities in the classroom this is not always easy because the adults will be engaged in teaching.

**The school day starts at 8-50am for all children.** There are members of staff on the playground from 8-40am to take responsibility for them as they arrive and meet their friends.

Registers will close 15 minutes after the start of the day, that is 9-05am  
Children arriving during this time will be marked as late.

Arrival after registration will be recorded with an unauthorised absence for the morning session and this will affect his/her attendance figure.

If children do arrive late they need to sign in at the office so we know they are on site and we are able to check their dinner arrangements.

### **Medical Appointments**

We ask that every effort is made to secure medical appointments outside of the school day.

If it is necessary to attend an appointment in school time please inform the office as soon as you are made aware of the date and time and these will be recorded in our registers. This will also mean that the absence from school will be authorised. We may ask for evidence to be produced if these become a regular event.

### **Holidays in Term Time**

If a child is withdrawn during term time disruption to the learning process happens. There is sometimes a belief that this can be made up by the school providing 'work' for the child to complete during the absence. However this cannot replace the quality teaching time and experiences s/he has missed out. It is not our policy to provide work for such absences and it will be impossible for your child to revisit these experiences when they return.

As this policy has already stated children benefit most from school when they are fully present for all the opportunities we offer. The school will not therefore authorise any holiday absence during term time.

There is no automatic right to any time off school at all for a holiday although Gloucestershire CC recommendations are that schools may agree to holiday leave in special circumstances eg if parents/carers are prevented from taking holidays outside term time or if a family needs to spend time together during or after a crisis.

If you believe your circumstances are exceptional please make an appointment to speak to the Headteacher.

The LA recommends that holidays taken for the following reasons should not be authorised:

- availability of cheap holidays
- availability of desired accommodation
- overlap with beginning of term.

Absence from school which has not been approved by the school in writing is unauthorised absence and as such may result in a penalty notice or prosecution for non-attendance.

## Monitoring Attendance

The school has a duty to monitor the attendance of all children. Every term the Headteacher will look at the attendance of all children in the school.

If we are concerned about attendance we will contact the family through a phone call or directly in the playground after school. If there is no improvement in the child's attendance we will seek advice from our educational welfare officer.

The school has a good working relationship with the authority's **educational welfare officer**. We are bound to refer all pupils that are under 85% attendance for discussion and to evidence those that are authorised by the school and agree any action plan of support. This is known as persistent absence.

In summary we have a duty to:

- maintain efficient and accurate recording of attendance and time keeping
- contact a parent/carer if a child is not registered by the class teacher
- make contact with parents when a pattern of absence or lateness occurs
- make contact with the parents/carers when attendance for a term falls below 90%
- work with the education welfare officer to improve attendance of children with a poor attendance record
- provide high quality education for pupils in school.
- keep children safe and monitor their attendance, ensuring their whereabouts is known, is a key action in this role. If the school is unaware of the location of a child after 10 days (or sooner if we have concerns) then we will refer to the Children Missing Education Protocol

*Please support us in ensuring your children achieve their full potential by taking your responsibility of regular school attendance seriously.*

**This policy is cross referenced with:**

**Safeguarding and Child Protection Policy**

**Children Missing Education Protocol**

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### Policy Review

Policy Title	<b>Attendance Policy</b>
Date Policy Ratified by Governors	March 2017
Committee Responsible	Behaviour and Safety
Date for next review	March 2019

