



Attendance Policy

September April 2022

NAME:	ROLE:
W Wright	Principal
J Weir	Chair of Board of Governors
Date Ratified:	28/04/2022
Date of Review:	28/04/2024

Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. At *Glenwood Primary School* we will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Rights Respecting Schools

Glenwood is a Rights Respecting School and good attendance is referenced in **Article 28** of the **UN Convention of the Rights of a Child**:

"all children have the right to an education"

If pupils are not attending school on a regular basis they are being denied their right to an education.

Aims

It is our aim at *Glenwood* to provide a caring and supporting ethos which promotes a positive culture and encourages good attendance.

We aim:

1. To improve/maintain the overall attendance of pupils at *Glenwood Primary School*.
2. To encourage and reward those children with good school attendance.
3. To support those parents who feel their child is reluctant to attend school.
4. To achieve a minimum of 93% attendance for all children (except for those who have chronic health issues).
5. To develop a framework that defines roles and responsibilities in relation to attendance.
6. To provide advice, support and guidance to parents/guardians and pupils.
7. To promote good relationships with the Education Welfare Service (EWS).

8. To raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
9. To establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
10. To establish a procedure of dealing with unauthorised absences.

The Importance of Attendance

- It is required by law.
- Children need to attend school regularly to keep up with their work and promote social development.
- A good education will give the child the best possible start in life and enable him or her to make the best of the opportunities available.
- Children need to develop good habits in readiness for later life.
- Employers of school leavers will take into account the young person's school attendance and punctuality record before making a job offer.
- Young people who are away from school without good reason are at risk of becoming victims of crime or abuse.

Roles and Responsibilities

All members of the school community have a responsibility for identifying trends in attendance and punctuality.

Individual class teachers are responsible for:

- Recording attendance on SIMS on a daily basis.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers.
- Contacting parents/carers if a child has been off for three successive days with no explanation given. The class teacher will then notify the vice-principal

if they are unable to make contact; if the response given is unsatisfactory; if the pupil does not return to school after assurances have been given.

- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Discussing attendance issues at consultation afternoons as necessary.

The principal and the vice-principal are responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Contacting families when concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance when concerns have been raised
- Making referrals to the EWS service.
- Providing reports and background information to inform discussion with the school's Educational Welfare Officer (EWO).
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Parents/Carers are responsible for:

- Parents/carers have a legal duty to ensure their child of compulsory school age shall receive sufficient full-time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.
- If a child is registered in school, their parent/carer has a legal duty to ensure that they regularly attend that school.
- It is a parent's/carer's responsibility to inform the school of the reason for a pupil's absence on the first day of absence using Seesaw/ClassDojo or by telephoning the school office. If the absence is likely to be prolonged, this information should be provided to enable the school to assist any necessary arrangements which may be required.
- Informing the school in advance of any medical appointments in school time.
- Making requests for authorised absence in term time, only if absolutely necessary, as these are not automatically authorised.

- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.
- Glenwood operates a flexible drop-off to start the school day. Pupils should arrive to school between 8:45am and 9:00am. Punctuality is encouraged - pupils who arrive late are missing out on valuable teaching time and late-arriving pupils can disrupt the class.
- Parents should avoid early pick-ups from school unless absolutely necessary as this can also result in the loss of teaching time.

Role of Pupils

Each individual pupil at Glenwood Primary School has a responsibility to attend school punctually and regularly. Pupils should remind parents about the importance of contacting their class teacher if they are absent from school.

The Board of Governors are responsible for:

- Ensuring the school keeps a record of attendance and that appropriate action is taken to encourage good attendance
- Provide support by reviewing school attendance figures and targets.
- Ensuring attendance is placed on the agenda of each meeting.

The Role of the Education Welfare Service (EWS)

The EWS have a legal responsibility to make sure that parents and carers meet their own responsibility towards their children's education. If they do not, the EWS is duty bound to use the legal processes of court action to uphold a parents' duty to make sure that the young people in their care receive an education.

Promoting Regular Attendance

The vice-principal will monitor attendance and there will be regular rewards for those pupils and classes that achieve good levels of attendance. At the end of the school year there will be a treat for those pupils with over 95% attendance.

Reasonable Reasons for Absence - When can children be absent from school?

A child registered at a school can legally miss school only in very limited circumstances.

These include when he/she:

- Is ill
- Has an unavoidable medical/dental appointment
- Is taking part in a religious event
- Has an exceptional family circumstance e.g. wedding/funeral

Some unacceptable reasons for absence include:

- Birthdays
- Visiting relatives
- Shopping
- Hair appointment

Term-Time Holidays

Absence from school should be avoided wherever possible as it causes disruption to the child's education and may affect their relationships within school. If a holiday is planned during term-time, the child will miss part of their education and may miss important tests or exams.

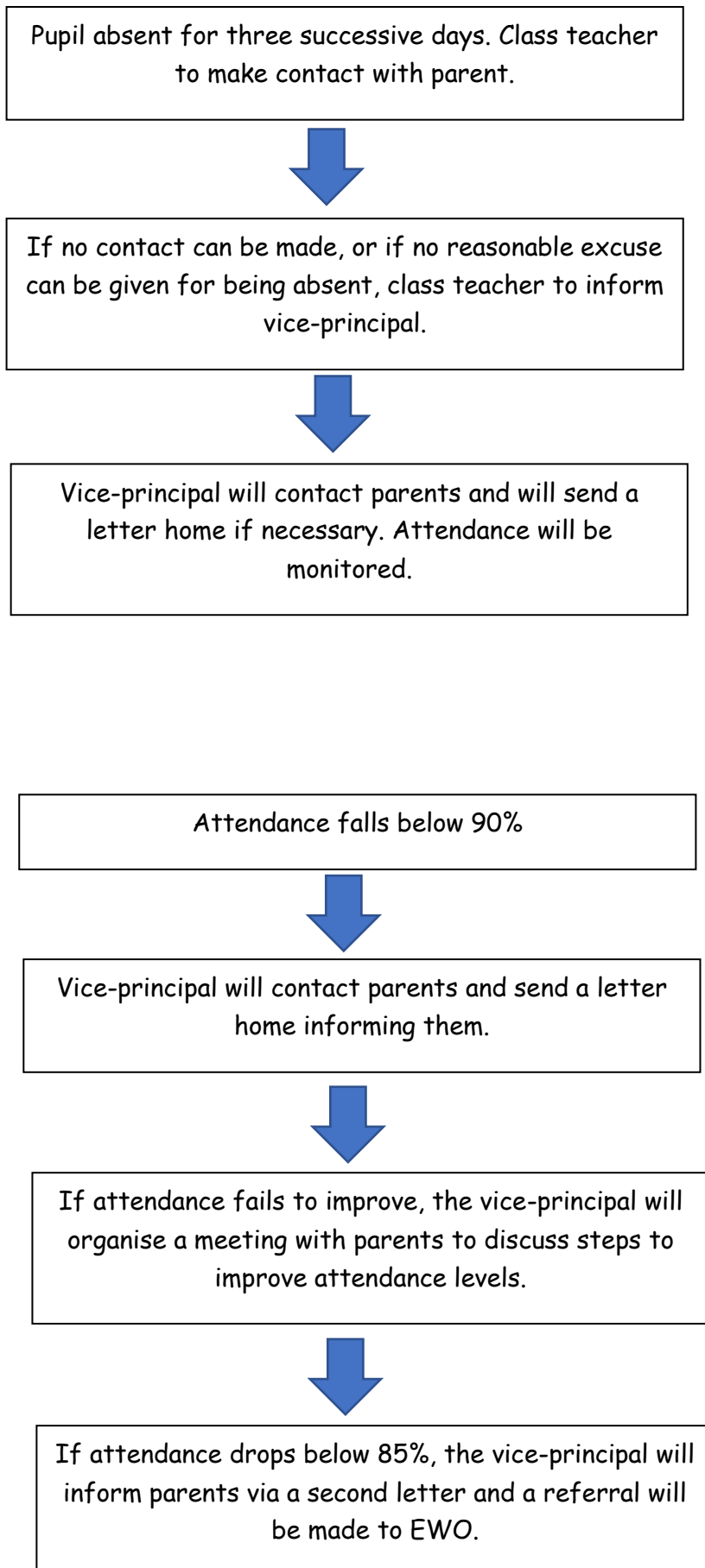
Parents should discuss this with the principal in exceptional circumstances, but at Glenwood Primary School we consider that all term-time holidays will count as absences.

Procedures for Non-Attendance (appendix #1)

1. Parent to communicate with class teacher via Seesaw/ClassDojo/school office if their child is absent.
2. If no contact made after three days, class teacher to make contact with parent.
3. If the class teacher cannot make contact, or if there is no suitable explanation for the absence, the vice-principal will be informed and will contact parent. The child's attendance will then be monitored.
4. If attendance drops below 90%, the vice-principal will contact parents and send a letter home. (appendix #2)

5. If attendance does not improve, a second letter will be sent home by the vice-principal requesting a meeting with parents and the class teacher to identify strategies to help attendance to improve.
6. If attendance falls below 85%, the vice-principal will make an EWO referral and parents will be informed (appendix #3)

Appendix# 1 Attendance Procedures Flowchart





Date _____ Re: (pupil name)

Attendance Letter 1

Dear _____

You are receiving this letter because we are concerned that your child's attendance is below 90% and that they are missing a lot of valuable classroom time in school.

Our school records show that your child's attendance at school this year is currently _____%

A day-to-day summary of attendance is detailed below:

Monday:	%
Tuesday:	%
Wednesday:	%
Thursday:	%
Friday:	%

Please be aware that any pupil with attendance below 85% will be discussed with the school's Educational Welfare Officer.

I will be in contact with you to arrange a meeting so that we can discuss ways to help improve your child's attendance.

Yours sincerely

C Bradley

(Vice-Principal)



Date: _____ Re: (pupil name)

Attendance Letter 2

Dear _____

Further to Letter 1 that was sent home on _____, you are receiving this letter because we are concerned that your child's attendance has fallen below 85%.

Our school records show that your child's attendance at school this year is currently _____%

A day-to-day summary of attendance is detailed below:

Monday:	%
Tuesday:	%
Wednesday:	%
Thursday:	%
Friday:	%

Please be aware that any pupil with attendance below 85% will be discussed with the school's Educational Welfare Officer.

I will be in contact with you to arrange a meeting so that we can discuss ways to help improve your child's attendance.

Yours sincerely

C Bradley

(Vice-Principal)