ST GEORGE'S



JUNIOR SCHOOL

SHREWSBURY

ATTENDANCE POLICY FOR PUPILS: MARCH 2017

ATTENDANCE POLICY

SCHOOL AIMS

- Support for Pupils: To ensure a broad and balanced curriculum that provides children with the best possible learning opportunities and experiences.
- Ethos: To provide a welcoming, safe and caring environment in which each pupil is valued and supported.
- Partnership: To build and maintain effective partnerships between the school and parents, external support agencies and the wider community.

THE SCHOOLS EXPECTATIONS

For Pupils:

- to attend school regularly.
- they will arrive on time, appropriately dressed and prepared for the day.

From Parents:

- they ensure their child attends school.
- they contact the office between 8:30am and 9:00am whenever their child is unable to attend.
- they ensure their child is appropriately dressed, taking account of the school dress code.
- they ensure their child arrives in school well prepared for the school day, well rested, appropriately fed to sustain concentration.

Pupils and Parents can expect the following from the School:

- regular, efficient and accurate recording of attendance and time keeping.
- contact from the school when a pupil fails to attend when no contact has been received from home.
- immediate action on any problem notified to us, in confidence if necessary.
- positive measures to encourage good attendance.
- a high quality education.

POSITIVE MEASURES TO ENCOURAGE GOOD ATTENDANCE

- registers will be completed accurately at the start of each morning and afternoon session.
- daily monitoring by class teachers who will contact the school administrator if a pupil is not in school for registration. The administrator will then contact the pupil's parents.
- regular monitoring by the Headteacher on attendance and punctuality.
- certificates to pupils with annual 100% attendance.
- discussion with the Headteacher and Education Welfare Officer where attendance falls below 85%. Regular reviews and meetings with parents if necessary.

PUNCTUALITY

- We place a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for every one else in the class and avoids repetition of instructions and teaching.
- All children who arrive in school after the register closes will be marked as late.
- Procedures to be followed in the case of persistent lateness may involve the Education Welfare Officer.

MEDICAL APPOINTMENTS
Where a child misses more than half the morning or afternoon because of medical appointments this will be recorded as “authorised absence” in the register.

RESPONDING TO NON-ATTENDANCE AND THE PROCEDURE FOR LATENESS

- If no note or telephone call is received from parents, the school will contact the parent/carer.
- In continued non-attendance or lateness the Education Welfare officer will be alerted by the Headteacher and home visits will be carried out.
- The Headteacher will report attendance to Governors on a termly basis.

PARENTAL REQUESTS FOR LEAVE OF ABSENCE DURING TERM-TIME
Please see Appendix A

- Permission for leave of absence in term time can only be granted in exceptional circumstances.
- Where holidays are taken which do not fall into the “exceptional circumstances” category, these will be recorded on a child’s attendance record as “unauthorised absence”.
- When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind his/her group.

RESPONSIBILITY
In order for this policy to be successful every member of the school community must make attendance a high priority. We must share our enthusiasm for education and communicate its importance to pupils and all members of the school community.

This policy will be updated within 3 years or earlier if legislation should change.

This policy was adopted by the School Governors on ……

Signed by: …..……...…… Governor ……Headteacher