

ATTENDANCE POLICY

Legal Status:

- Complies with Part 3, paragraph 17. Education (pupil Registration) (England) Regulations 2006

Applies to:

- The whole school including the Early Years Foundation Stage (EYFS).
- all staff (teaching and support staff), the Proprietor, volunteers and students on placement in the school.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) undertakes a review of this policy and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2016

Mrs E McConnell

Principal and Proprietor

Attendance Policy

Introduction

- We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.
- We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- The Principal is responsible for making sure the school keeps Admission and Attendance registers in accordance with the regulatory requirements. For all day pupils of compulsory school age our attendance register records which pupils are present at the start of both the morning and the afternoon sessions of the school day. An attendance record is also kept of children in the Early Years Foundation Stage (EYFS).
- This register will also indicate whether an absence was authorised or unauthorised.
- The Principal also ensures that a compliant admissions register is kept.
- The school calendar and dates when the school is open can be accessed from the News page of our website, www.pattisons.co.uk.
- Parents are notified of school emergency closures for such things as extreme weather by text. The information is also posted on the Pattison College Facebook page.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from our school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the school office.
- When the child returns to school, a note from a parent or guardian should explain the absence. Notes are placed in the back of the register.
- A note, email or telephone call should be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. Pattison College will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

- We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend e.g. a visit to sixth form, Graduation ceremony etc.
- We expect parents to contact the school at least a week in advance but normally this request will be granted.
- Pupils at Pattison College enjoy 14 weeks holiday from school. We therefore naturally prefer parents to take their family holiday in the normal school holiday periods. The school will, under exceptional circumstances, grant the leave of absence in term time. A holiday request form asking for such an absence should be

collected from the school office and returned to the form teacher in the first instance, who will complete the pupil's attendance so far that year. It is then passed on to the Principal.

Long-term Absence

- When children have an illness that means they will be away from our school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

Repeated Unauthorised Absences

- The school will contact the parent of any child who has an unauthorised absence.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.
- Pupils showing patterns of non-attendance will be referred to the Educational Welfare Officer if the attendance has not improved after a meeting with parents.

Monitoring and Review

- It is the responsibility of the Principal to monitor overall attendance and seek to ensure that the attendance figures are as they should be.
- The school keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
- Any ongoing absences, 'Lates' or unauthorised absences for holidays is followed up as quickly as possible.
- If there is concern about a child's absence, the teacher will contact the school office who in turn will attempt to contact the parents.
- Pattison College values attendance at school and pupils with 100% attendance in the academic school year are presented with a 100% attendance badge at the Annual Prize Giving. Termly full attendance certificates are awarded at each end of term assembly.