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| **Attendance Policy – School NEW** |

**Policy application: - Education and Life Skills – School**

**Job title of the author: - Angie Fisher**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Leadership Team:** | 01 September 2022 |
| **Reviewed: Annually** | September 2023  June 2024 |
| **Department issuing the document:** | Education |

**Introduction**

Regular school attendance is very important. Children need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance can place children at risk undermining the educational process and restricting progress.

**Aims**

To improve the quality of school life.

To demonstrate to pupils, parent(s)/carer(s) and staff that the school values are good attendance; and to recognise that good regular attendance is an achievement in itself.

To value the individual and be socially and educationally inclusive.

To create a culture in which good attendance is the norm and attendance below 85% is a cause for concern.

**Objectives**

* For the school to be assured that pupils are safe if they are not in attendance at school.
* To involve where possible the children or young people more in their school attendance.
* To improve communication with parent(s)/carer(s) about regular school attendance.
* All school staff to continue to take responsibility for children or young people’s attendance.
* To recognise the important role of class teachers and class staff in promoting and monitoring good attendance.

**Home / School Partnership**

Parent(s)/carer(s) are responsible for ensuring that children of compulsory school age receive efficient full-time education and that they arrive to school on time.

School staff and governors will support parents in this responsibility by:

* Providing appropriate strategies and support to pupils and parents to help children come to school willingly and with a positive attitude.
* Encouraging parent(s)/carer(s) to discuss any attendance related problems with the class teacher / assistant head teacher.
* Aiming to ensure that the school is welcoming.
* Teachers / Teaching Assistants meeting children on arrival at school (for those with enhanced support) and being in the classrooms when the children arrive in school to greet and settle the children.
* Informing parent(s)/carer(s) of any changes to the school routine through the newsletters / home school diaries.
* All staff members contributing to improving and maintaining attendance and take ownership of attendance as a whole school responsibility.

**Reporting Absences**

It is parent’s/carer’s responsibility to inform school of the reason for their child’s absence on the day they are absent. Parent(s)/carer(s) are expected to contact the school office by 9.15 a.m. on each day of absence giving as much information as is available at that time. Parents should contact **Tracy Donaldson on 01565 640058** who will record this information. In the event of no reason being given by 9. 30 a.m. on the first day of absence, parent(s)/carer(s) will be contacted by telephone to establish the reason. If the school fail to make contact the designated safeguard lead and head or deputy head of school may carry out a home visit. It is the responsibility of the school to challenge absences where we know that attendance is becoming an issue. Where a child’s attendance is causing concern parent(s)/carer(s) will be invited to come into the school to discuss any issues and for the school to support parent(s)/carer(s) and children to improve attendance. If there is no improvement then parents will be contacted by the Head. If this still does not lead to an improvement in attendance then a referral is made to the Social Work Team at David Lewis.

**Planned Absence**

Requests for leave of absence from school for appointments must be made in advance of the date of absence. Please contact the Student Support Coordinator or Assistant Head of the school to arrange.

Requests must be made in writing to the Assistant Head of School for absence for holidays. These will be considered by the school but may only be granted in exceptional circumstances.

**Review date: Yearly – due June 2025**