

# Marjory Kinnon School

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## Pupil Attendance Policy

March 2015

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## 1. Introduction

Good attendance is vital for academic and social progress at school and the school's Attendance Policy, in line with the Department for Education regulations, endorses this vital requirement. The school aims to continually monitor and improve attendance.

Schools are legally required to report on pupil attendance giving information on sessions attended (morning & afternoon) to the Governing Body and the Local Authority.

All absences by pupils from school have to be accounted for by parent/carers.

## 2. Implementation

- Parent/carers should ensure that their child attends school to ensure learning is not disrupted and should therefore not organise holidays during term time.
- Parents will receive a record of their child's attendance record in the school report presented at the Annual Review.
- Pupils should arrive at school for registration at 8:55 a.m.
- Pupils travelling on public transport should be aware that routes may be affected by traffic congestion and therefore need to leave home in time to be in registration at 8:55 a.m.
- Pupils whose attendance drops below 90% will be monitored and parent/carers will be contacted where reasons for absences are unknown or not acceptable.
- Individual pupils causing concern will be placed on a monthly monitoring list.
- Letters will be sent to parents regarding non-attendance. If the absences continue to cause concern the school will refer a pupil to the Educational Welfare Officer (EWO).

## 3. Procedures

- Registers of attendance are taken at the start of the day and during the school day.
- Late registration is recorded and monitored.
- Absences are monitored by the School Administrator, Designated Officer for Child Protection and Medical Needs, supported by the class teacher, and if necessary by the EWO.

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Should a pupil be absent from school for any period of time, parent/carers should:

- Notify the school that the pupil is not coming in to school by informing the escort if they travel on transport provided by the L.A and telephone the school.
- If the pupil is an independent traveller contact the school direct.
- Send in a letter explaining the absence when the pupil returns.
- Inform the class teacher or school of medical appointments and send in copies of the appointment records.

## 4. Support for Parents/Carers

The school will support parent/carers to maintain high levels of attendance by:

- Listening to parent/carers concerns about their child's time in/to school and taking action wherever possible to respond to any concerns.
- Describing to parent/carers by letter or telephone apparent trends/patterns in absences.
- Informing parent/carers of continued absences by letter.
- Offering opportunities to discuss possible related causes.
- Referring persistent, unexplained absences to the Educational Welfare Service.

## 5. Policy Review

Approved by: Governors: March 2015

This Policy will be reviewed annually (or sooner if legislation changes) to assess its implementation and effectiveness.