



# **Working together to support Good Attendance**

## **Parkside Middle School Attendance Policy**

As a school we agree that the following aspects are important to implement to improve children's attendance. Our aim is to give a clear and consistent message to both parents and children of our school, which we will constantly reinforce in our day-to-day work and publicise through our own prospectus, newsletter, website and letters. This policy is in line with the Department for Education, School Attendance guidance.

### **1) Attendance**

The role of the Attendance Officer is invaluable in supporting the school and families in improving attendance. Those students whose attendance has fallen below 94% are particularly vulnerable to becoming Persistently Absent students, as a result their attendance is monitored. Standard practice for our school will be for the Attendance Officer to send a 'warning letter' home as soon as a student's attendance drops to 92% - if there are no other extenuating circumstances.

### **2) Good Attendance**

We recognise that good attendance should be rewarded. Certificates for 100% attendance will be awarded each term and for 100% attendance each year. We also recognise rewards can be a strong motivator for students who have made efforts to improve a poor attendance record and individual rewards will be given.

### **3) School Procedures**

If a child is absent from school during the morning registration period their absence must be recorded as authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised. The coding for any absence will be in accordance with the guidance provided by the Department for Education.

### **4) Reporting Absence**

Parents/Carers should contact school on the first and any subsequent days of absence by 9am either by phone call or email, giving the child's name, class and reason for absence.

**5) Registration/Lateness**

Class teachers complete the registers electronically during morning registration from 8.45am – 9.00am, any pupils arriving after 9.00am are marked with 'L' indicating late arrival. Pupils arriving after 9.30am will be marked as 'U' which indicates an unauthorised late mark, unless a legitimate reason has been provided, i.e., medical appointment. Each term late marks will be analysed and a letter sent out to Parents/Carers advising them of the pupil's late record if more than four late marks have been recorded during the half term.

**6) Leave of Absence in term time**

In line with the Government Guidelines we have renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and students will only be given permission to take holidays in term time if there are exceptional circumstances. A Penalty Notice will be issued in cases where 6 days or more of unauthorised leave is taken during school term time.

**7) Medical and Dental Appointments**

Where possible these appointments should be made out of school hours particularly if they are for follow- up treatment or are non-urgent. However, we do recognise that this cannot always be possible and, therefore, if an appointment has to be made during a school day, it should be towards the end of the day. We ask that a letter or appointment card is provided.

Date of policy September 2017

Date to be reviewed September 2018

Headteacher.....

Chair of Governors.....