

Ewanrigg Junior School Attendance Procedure

We at Ewanrigg Junior School believe sincerely that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

Aims

We at Ewanrigg Junior School aim to ensure that:

- Regular attendance from all pupils, achieving attendance records of over 95% per year aiming for the highest possible attendance.
- No unauthorised absences and that the communication between home and school will be extremely effective
- Punctual attendance, where lateness will be discouraged by the school and by the parents.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.
- Safeguarding the interest of each child is everyone's responsibility. Within the context of this, school, promoting the welfare and life opportunities for your child encompasses:

Attendance

Behaviour Management

Health and safety

Access to the Curriculum

School expects that parents will:

- Endeavour to keep health appointments and holidays out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school by telephone or sending a message on the first day of absence, preferably by 9:30
- Fulfil their legal responsibilities and ensure their child/ren attends school.
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised absence in accordance with LA guidelines and Term Time Absence - Regulation Changes June 2013 (Letter sent to Parents from All Headteachers in Maryport Consortium)

We encourage attendance by

1. Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
2. Setting targets for improved attendance and sharing these with Governors, parents and pupils.
3. The accurate completion of registers at the start of each session, and within 30 minutes of the start of each session.
- 4.

The school responds to non-attendance by:

- The Senior Learning Mentor, Kay Dawson, or the office staff contacting parents on the first day of an absence if no reason or notification has been received. Contact will be by telephone/text.
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to meet with Mrs Dawson, Attendance Officer and Mrs Butler, Governor for Attendance .
- Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to the **locality team of children and family workers and Mrs J Topping, Access and Inclusion Officer**

Parents and children can expect the following from the school:

- Regular, efficient and accurate recording of attendance.
- Action on any attendance problem notified to the school up to and including a referral to Julie Topping, Education Welfare Specialist. This will include Attendance Panel Meetings with Head, Senior Learning Mentor, Julie Topping and Mrs. J. Butler, Governor responsible for Attendance.

Catherine Dawson