



To nurture each individual's aspirations and talent
To provide outstanding learning experiences and opportunities
To promote respect for one another and the environment
To encourage collaboration and partnership

ATTENDANCE POLICY

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Date of approval:	12th February 2015
Next Review date:	February 2018
Review period:	3 years
Status:	Recommended

PURPOSE

Regular and punctual attendance at school is both a legal requirement and is essential for students to maximise their educational opportunities.

In law an offence occurs if a parent/guardian fails to secure a child's regular attendance at the school at which they are a registered pupil and that absence is not authorised by the school.

Farmor's School seeks to ensure that all its students receive a full-time education, maximising students opportunity to realise their true potential.

The school recognises the importance of regular attendance and will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

The school will establish an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping, and will challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives Farmor's School will establish an effective and efficient system of communication with students, parents and appropriate agencies to provide mutual information, advice and support.

RELATIONSHIP TO OTHER POLICIES

The attendance of students is implicitly linked to a wide range of policies but particularly to the following:

- Anti Bullying Policy
- Behaviour Policy
- Student Premium Policy
- Relationship with Parents and Carers Policy
- Safeguarding Children Policy
- SEN Policy

SCOPE, PRINCIPLES AND DEFINITIONS

Aims:

1. To improve the overall percentage of students attending school.
2. To make attendance and punctuality a priority for all those associated with the school, including students, parents, teachers and governors.
3. To provide support, advice and guidance to parents and students regarding attendance.
4. To comply with the Education Act 1996, which lays out the statutory duty of schools with regard to attendance.

5. To comply with the Gloucestershire County Council Penalty Notice Protocol that, in line with Section 23 of the Anti-social Behaviour Act of 2003, empowers designated Local Authority officers to issue Penalty Notices in cases of unauthorised absence from school.
6. To develop a systematic approach to gathering and analysing attendance related data.
7. To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
8. To implement a system of rewards and sanctions that encourage good attendance.
9. To ensure parents/guardians are aware of their legal responsibilities and to seek their co-operation in ensuring children in their care attend school..
10. To work with other agencies where needed who will assist the school and parents/guardians of children who have difficulties complying.
11. To recognise the needs of the individual student when planning reintegration following significant periods of absence.
12. To promote effective partnerships with the Gloucestershire County Council Education, Entitlement and Inclusion Team (EEL) and with other services and agencies.

CONSULTATION

This policy was written following consultation between Associate Staff, Pastoral Leaders, Senior Leaders and Governors.

MONITORING, REPORTING AND EVALUATION

All school staff have responsibility for implementing this policy. Its use and effectiveness will be supported and monitored by the Senior Leadership Team on behalf of the Governors.

Success will be measured by whether we meet our targets at all levels.

This policy will be reviewed by the Governors at least every three years and may be amended if appropriate.