



**Our moral obligation is to help our children become successful learners, confident individuals and responsible citizens, and we believe that this policy for attendance, will help us achieve this goal.**

## **Attendance Policy**

### **Section 1: Context**

Children need to be at school and they need to be at school on time. For most families this is not an issue. If a child or family are experiencing difficulties in being able to achieve this, then we will proactively work with them to achieve this goal. However, we will not replace the role of the parent as we believe that it is the responsibility of the family to make sure that their child attends school and attends school on time.

### **Section 2: Day to day**

If a child is ill and will be absent from school, we expect families to contact the school to explain why. If a child is late then the adult bringing them to school will complete the 'Late Book' to explain why the child is late. If a child has not arrived by the time the class register has been completed (9.10) then the family will be contacted to seek an explanation as to why the child is not at school.

### **Section 3: Monitoring**

We will monitor both attendance and punctuality three times a term and then plan for any actions that are required. Government guidance states that persistent absence is 90% and below but our actions may be taken sooner (Appendix 2: Monitoring of Attendance Tracking Flowchart)

### **Section 4: Working together**

If it seems that a persistent problem or issue is evolving then we will meet with the family to seek solutions. For each family and situation this may be different and so there will be not formulaic approach as to how this is done. If these actions do not result in any change then the school will seek guidance and support from our agency partners, and in time may have to consider the use of Penalty Notices. If a family is seeking for their child to be absent from school then they should contact the Headteacher to explain their situation and reasons.

### **Section 5: Review**

This policy will be reviewed every year or when there are changes to legislation and law.

Appendix 1: Principles and Processes - Absence Barnham Primary School

