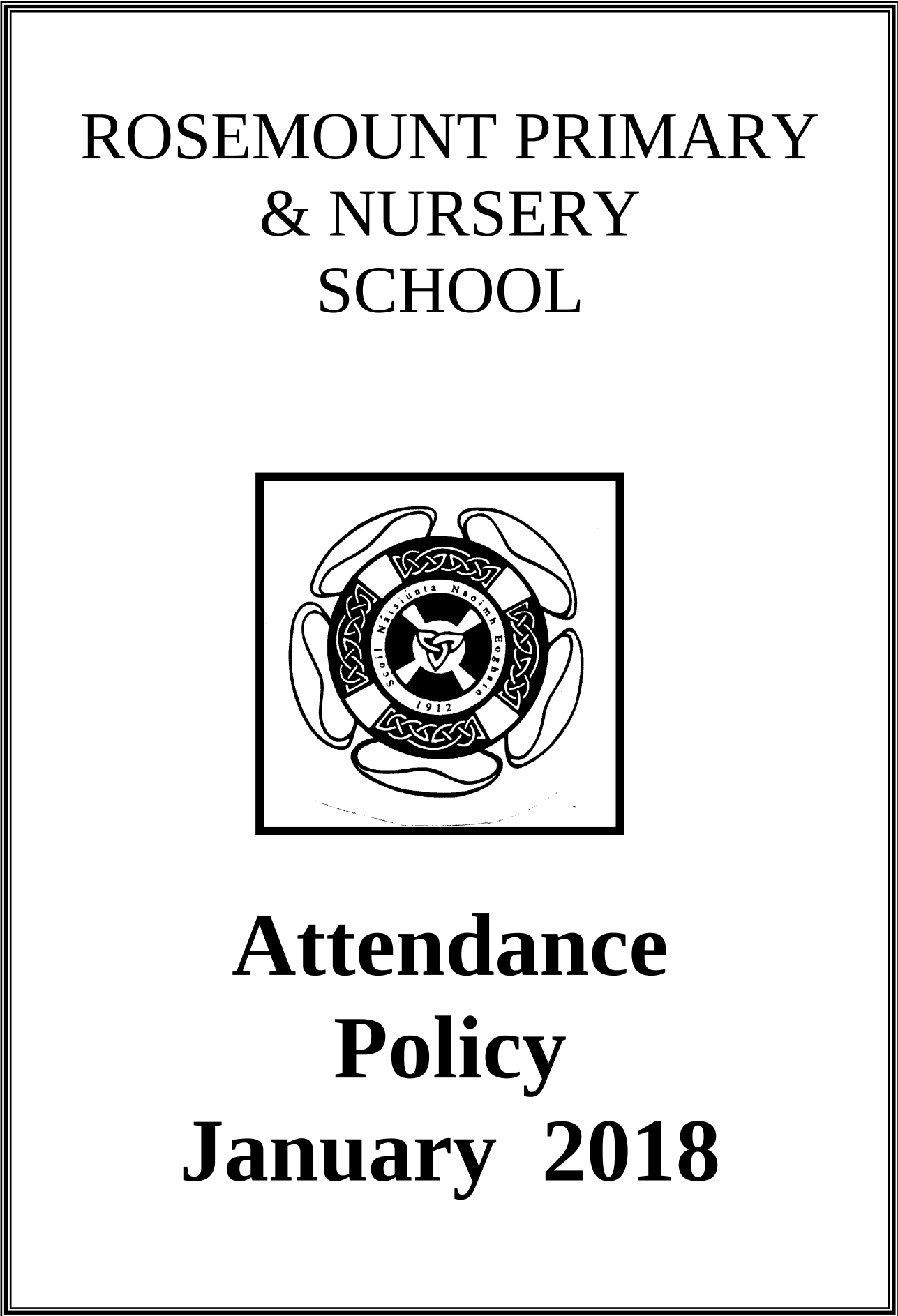
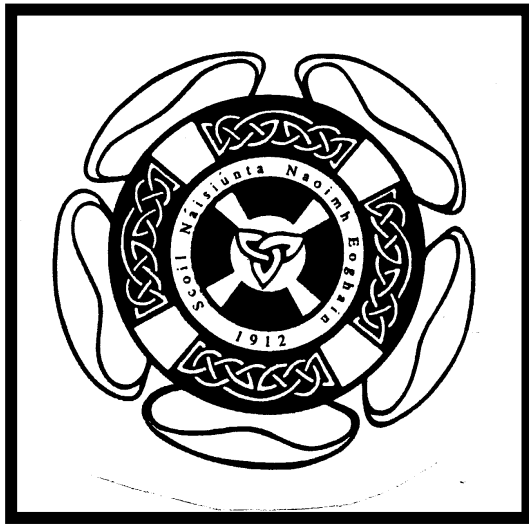


ROSEMOUNT PRIMARY
& NURSERY
SCHOOL

**Attendance
Policy
January 2018**



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Rosemount Primary and Nursery School

Attendance Policy

RATIONALE

We regard regular attendance by pupils as an important prerequisite for high levels of achievement. This can only be achieved through the development of quality partnerships between school, parents and the Education Welfare Service. It also requires a consistency in approach by every member of staff in applying this critical policy.

TARGET SETTING

A whole school target for attendance will be set at the start of each academic year and this target will be used to monitor individual and class attendance throughout the year.

ROLES & RESPONSIBILITIES

Responsibilities of Parents

The responsibility for ensuring children attend school regularly and punctually rests with parents. However, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent and the school.

Parents should:

- o Ensure that their child attends school regularly and is punctual each day
- o Ensure that their child understands the benefits of good attendance and punctuality
- o Notify the school as soon as possible on the first day when their child is absent
- o Provide a written explanation for the absence on their child's return to school
- o Avoid taking family holidays during term time
- o Work in partnership with the school

Responsibilities of the School

The school will:

- o Ensure its registration system is accurate and consistently used by staff
- o Analyse data regularly and identify the actions that need to be taken
- o Follow up unexplained absences promptly
- o Promote good attendance and punctuality for all
- o Work in partnership with families and the Educational Welfare Service
- o Set and monitor progress towards annual targets for attendance
- o Evaluate the effectiveness of the Attendance Policy
- o Provide a copy of this policy to parents

Responsibilities of the Educational Welfare Service

The Education Welfare Service will:

- o Monitor registers regularly
- o Identify pupils/families with attendance difficulties.
- o Agree time limited action which needs to be taken by the school or education welfare officer
- o Provide advice and work in partnership with the school and families.

The Teachers will:

SCHOOL PROCEDURES

The school uses Attendance Manager provided by SIMS to collect, store and monitor all aspects of pupil attendance.

- Teachers are required to take an attendance register at the beginning of both the morning and afternoon sessions
- Attendance procedures must be must be consistently applied by all staff across the school to ensure accuracy of data

TYPES OF ABSENCE

Lateness

- Pupils arriving after the register has been closed at 9.05am, will be considered as being late
- Pupils arriving after 9.30am will be marked as absent for the morning session. This will be considered an unauthorised absence until a reason is given, e.g. a medical appointment.
- Lateness is monitored and action taken to improve punctuality where necessary

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence.
- Parents/carers should provide a written explanation on their child's return to school
- If any member of staff is concerned about a reason for absence, the Principal should be informed

Medical/Dental Appointments

- Absences from school due to a medical or dental appointment will be considered as authorised absences
- Parents should inform the school in advance as much as possible
- Parents/carers are encouraged to make medical appointments out of school hours, if possible

Holidays during term time

- Holidays during term time are discouraged because of the detrimental effect on education. Parents are asked not to take children out of school during term time for family holidays.

MONITORING ATTENDANCE

- Attendance is monitored regularly by the school principal and vice principal
- Teachers should inform the principal if they notice patterns of absence
- Attendance data will be discussed with the EWO as and when required
- The Governors will set an annual target of attendance and review this annually at its first meeting

REPORTING ATTENDANCE

To Parents

- Parents will receive an annual report on their child's attendance; this will accompany the end of year report in June
- In order to give parents/carers a benchmark to their child's attendance to other children in the school, the following grades will be used:

100%	-	Outstanding
98 - 99.9%	-	Excellent
96 - 97.9%	-	Very Good
94 - 95.9%	-	Average
90 - 93.9%	-	Satisfactory
Under 90%	-	Unsatisfactory

To the Educational Welfare Service

When necessary, the school will contact the EWO to discuss concerns over attendance.

To the Board of Governors

The Principal's Report includes an attendance update each term and annual targets are reviewed At the outset of each academic year.

IMPROVING POOR ATTENDANCE AND PUNCTUALITY

The regular monitoring and analysis of the school's attendance data enables patterns and trends to be identified. If there is cause for concern, the following steps are taken:

- *Step 1:* Where poor attendance or punctuality is identified, the parent is informed of the school's concern
- *Step 2:* Where the concern persists, the principal will meet with the parents to discuss the reasons for the absence or punctuality difficulties and to plan for improvement.
- *Step 3:* Where no improvement has been made, the EWO will be informed.

The aim throughout this process is to ensure all children have the best attendance possible, with the school working in partnership with parents and taking individual circumstances into account.