

**THE ROCHE SCHOOL**  
**Child Missing in Education & Attendance Policy**

*This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.*

<b>Information Sharing Category</b>	Public Domain
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<b>Responsible Area</b>	Jonny Gilbert

### **Principles**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents and teachers have a duty to ensure maximum attendance at school. The Roche School holds high expectations of attendance and punctuality. Our term dates are published a year in advance and are available on the School website.

Whilst we understand that attendance at Nursery is non-compulsory, we promote regular attendance in order to ensure continuity of education and full access to the Nursery curriculum. Please see The Roche Nursery Schools Attendance Policy for further details.

### **Aims**

- To enable pupil attendance through valuing high attendance rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly.
- To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties.

### **Objectives**

- To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties.

*The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential*

- To provide an effective and efficient system for the monitoring of attendance.
- To ensure that the health, welfare and safeguarding of all students is fully monitored through vigilant and proactive monitoring of attendance

### **Practice**

- Attendance is recorded by the class teacher in the morning and in the afternoon.
- Pupils must attend all scheduled classes and sessions, including assemblies, registration, tutorial meetings and extra-curricular activities that they have signed up for.
- All absences, however short, must be explained by parents or guardians in person, in writing/email or by telephone as soon as possible. The normal routine is to telephone the school on the first morning of absence or to email via [pupilabsence@therocheschool.com](mailto:pupilabsence@therocheschool.com). Such calls and emails are always logged and the class teacher informed.
- In the case of a planned absence, permission should be requested in writing.
- Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.
- Pupils are expected to be punctual at all times. Poor punctuality could be a symptom of an underlying problem and should be investigated by staff immediately.
- Repeated poor punctuality will be dealt with through the Behaviour Management system.
- All registration absences will be followed up by a call from the school receptionist, following scheduled registration periods to verify absence.
- The number of absences is to be recorded in reports and the class teachers are to inform the Head Teacher or Designated Safeguarding Lead if they have concerns over any individual parents or pupils.
- Class teachers have a duty to review their pupils' absence figures on a regular basis, to work alongside the Head Teacher and Safeguarding team to identify any patterns or concerns regarding absence or punctuality.

### **Causes for Concern**

The class teacher will liaise with parents and failing satisfactory outcome the Designated Safeguarding Lead will liaise with outside agencies.

The Local Education Authority (LEA) will be notified if a pupil is going to be deleted from the admission register:

- Due to parents taking the pupil out of school to be educated outside the school system, e.g. home education;
- If the child has ceased to attend school for any reason, including ill health, relocation or permanent exclusion.

- The pupil will not be removed from the admission register until the LEA have been informed in writing by the Head Teacher or Safeguarding team.

### **Expectations**

- Pupils are expected to attend school every day unless they are ill or have prearranged permission from the Head Teacher to be absent from school.
- The School's Designated Safeguarding Lead will report to the Local Authority any pupil who fails to attend school regularly or has been absent, without the school's permission, for a continuous period of 10 school days or more.
- Any absence due to reasons other than illness with no prior permission from the Head Teacher will be recorded as "unauthorised" and will appear on reports and future references.
- Parents should arrange vacations during the published periods of holiday, unless there are extenuating circumstances and prior permission is granted by the Head Teacher.
- Any pupil who is seeking permission to "work" or to attend national or international competition must request prior permission from the Head Teacher.
- Any pupil wishing to attend an interview should seek permission prior to attending
- Pupils attending holiday study sessions must ensure that they have signed in and out of the office prior to making their way to class.
- Pupils who arrive late or leave early must sign in or out of the School Office.

### **Absences**

The school is responsible for deciding whether an absence is to be recorded as authorised or unauthorised. Absence from school may be authorised if it is for one of the following reasons:

- Sickness
- Unavoidable medical/dental appointments (parents should make every effort to make medical/dental appointments out of school hours)
- Days of religious observance
- Exceptional family circumstances e.g. bereavement
- Visits or interviews at future schools.

### **Long Term Absence**

In the case of long term absence through illness, the school will make every effort to support the child through providing appropriate work and guidance during the absence and will plan for successful reintegration on the child's return to school.

## **Following Up Absences/Lateness**

All registration absences will be followed up by a call from the school receptionist, following scheduled registration periods to verify absence. If a pupil is absent because of illness for five consecutive days, the School may request supporting evidence. If a pupil is persistently late or absent, the Head Teacher will write to the parents in the first instance and will invite them to a meeting if the problem continues. When a pupil is persistently late or absent without good reason and the School's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Education Welfare Officer. In this case the School will write to the parents informing them of the referral.

## **Attendance Data**

Attendance data is held electronically on a separate Management Information System, accessible by the Headteacher, Senior Leadership and Office Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records. The Senior Leadership team monitors the attendance of pupils each week. Where the head feels it appropriate, parents/carers will be notified by letter when a child's attendance drops below 90% within a term. The school may also contact parents where attendance has dropped below 95% and the pattern of absence is particularly concerning or follows on from poor attendance in previous terms. Individual parents may be phoned or contacted for a meeting if attendance remains poor for two or more terms. The school sets attendance targets each year. The current target for attendance is 95%.

## **Strategies for Promoting Attendance**

At the Roche School the staff and Advisory Board endeavour to support parents and guardians in the responsibility of attendance by:

- Providing an environment in which pupils feel welcomed and valued. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- Making every effort to match learning tasks to pupil's needs.
- Collating attendance data and analysing it to help identify patterns, set targets, correlate attendance with achievement and support and inform policy/practice.
- Reminding parents regularly of the importance of good attendance.
- Liaising with other agencies when this may serve to support and assist pupils who are experiencing difficulties.