



Attendance Policy

Mission Statement

Introduction

Colossians 3:23

“Whatever you do, work heartily, as for the Lord and not for men”

At Watchorn Christian School we believe in dedicating our work to the Lord and endeavouring to glorify Him. Regular attendance will help facilitate the pupil’s sense of self-worth and value their role in the class community. We aim to instil a desire to attend and a love of learning through a range of stimulating experiences. We believe regular attendance demonstrates a commitment to progress and will form the foundation of lifelong learning.

The Need For A Full Education

Each child is entitled to a good quality education. A broad, balanced curriculum requires as full attendance as possible in order for children to make good progress.

Regular attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying

The Purpose Of Our Policy:

To ensure maximum attendance for each child by monitoring carefully, offering support to families where appropriate and using relevant outside agencies.

We will:

- Follow up unexplained absences by phone calls and letters
- Remind parents of the importance of regular attendance and punctuality in our newsletters, website, open evenings and Home-School Agreement.
- State your child’s attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child’s attendance and punctuality

The Legal Requirements

Every child of compulsory school age must attend school

Unauthorised absences have to be recorded and reported to the Governors.

Categories Of Absence

AUTHORISED absences accepted by the school include illness, medical appointment, personal circumstances e.g bereavement.

UNAUTHORISED absences not accepted by the school include Shopping, hair appointment, birthdays

Our School Procedures

The children come into class promptly. Registration takes place at 8.55 and the registers are closed by 9.05am.

The same symbols are used in every class register. Registers are completed in ink as it is a legal document. Parents are asked to phone the school office by 10.00am if their child is unable to attend school giving a reason for absence and then to send a letter when the child returns,

If an explanation from parents is not forthcoming a letter is sent by the school office (see below). If there is no response the absence is unauthorised.

Family holidays – absence has to be requested in advance. It is for parents to demonstrate that there is no alternative time for the holiday. A form agreeing to the holiday must be signed by the head teacher a minimum of a week prior to the holiday. For periods of longer than 2 weeks parents should demonstrate that the circumstances necessitate a longer absence. Requests will be considered on a case by case basis and the exceptional circumstances taken into account. Parents are required to support their child's learning by completing tasks set by the teacher during their time of absence.

If a child is taken out of school (e.g. dentist) they must be signed out in the 'signing in/visitor's sheet.

Lateness- will be actively discouraged. Parents will need to complete a late slip and a late mark will be given in the register if the child arrives after the register has been closed at 9.05am.

Collection- please arrive promptly to collect your child at the end of the school day. The school will contact parents / emergency contact if the child is not collected after 15 minutes.

Informing parents – Parents are given attendance figures annually at the end of year.

Parent Support

As a parent you can help us by:

- Ensuring your child attends school regularly. Absence should only happen when your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason
- Telephoning on the first morning of any absence to give the reason for the absence and when the child is likely to return to school
- Arranging all non-emergency medical appointments out of school hours or during school holiday
- Keeping the school updated by telephone or letter if your child has any extended period of absence
- Making sure contact details are up to date; this includes all telephone numbers, child minders and emergency contact information.

Persistent Absenteeism (PA)

- A pupil is defined as a '**persistent absentee**' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.
- All absence and reasons given are monitored. If a child is seen to have reached the PA mark or is at risk of moving towards that mark, we will inform the parent/carer and ask for a meeting to ascertain if there is a problem.

Monitor and Review: This policy is reviewed annually by the Governing Body.

Reviewed 13.07.2020