

Attendance Policy

Grange Primary School

Mission Statement

At Grange Primary School we believe every pupil is entitled to a rich and varied, challenging and inspiring curriculum, which enables every individual to fulfil her or his potential to the highest possible standard. Then all, for the benefit of all, will be able to shape their destinies to create a better world. In order to achieve this aim the school advocates the importance of every child's full attendance to school. Attainment is strongly linked to attendance, and research has shown that if pupils are to achieve their full potential, they must attend school regularly.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes.

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carers, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

Time off for a family holiday is not a legal right and therefore may result in legal action being taken against the parent/carer by the Local Authority.

Roles Responsibilities and Procedures

School

- Uses a 'SIMS' system which uploaded for county and national analysis
- Teachers have to register their classes on printed sheets that are downloaded from the SIMS system.
- Uses coding on the registers which is prescribed by the DCFS.
- Start and close of registration 9.00 am (all children) and 1pm (KS1) 1.30 pm (KS2).
- If the child arrives between 9.00 and 9.15 am a late mark will be entered, after 9.15 if the child arrives the mark will be late after register is closed (U).
- If the child does not arrive and the parent does not notify the school with a valid reason then 'First day contact' will be made, if no contact is made unauthorised absence will be marked in the register.
- If poor attendance issue, below 95%, are noted by teaching staff or the office then discussion with the child and parents (by teachers or head), more formal letters (see office file) to the parents and finally referral to the M.E.C.E.S. (Local Authority) will occur.
- Arrangements for re-integration following periods of absence will be decided on an individual case by case need.
- The school will work with families to improve attendance.

Parents/carers

- If a child is absent parent or carers are required to ring school after 8.30 am on the day of illness.
- If the child has a medical appointment parents or carers need to send a note or personally inform the office and show the appointment letter or card, preferably the day before and then they will be given an 'M' in the register.
- School and M.E.C.E.S., obviously in close conjunction with the family, are resolved to work closely together to solve any attendance issues.

Pupils

- Expectation are that pupils take responsibility to attend school regularly and are on time for registration and lessons.
- 9.00 am is the time for registration. This takes place in the classrooms.
- If children arrive after the doors to classes are closed at 9.00 am then children must go to the school office to be signed in.

M.E.C.E.S.

- Carries out statutory duties on behalf of the Local Authority to ensure parents/carers fulfil their legal requirements in relation to school attendance

Grange school will refer a pupil to M.E.C.E.S. where attendance remains a concern following school intervention. The Local Authority will work with schools and families to address attendance issues. However, if attendance fails to improve, legal action may be taken against parents/carers

Attendance Targets

Each school has an annual attendance target set by governors. It is expected that the whole school community will work together to achieve this target.