



# **Beechwood Primary School**

## **Policy For Attendance**

- It should be noted that the school operates within the LA's attendance policy and guidance for referring agencies
- The Headteacher is responsible for the monitoring of good attendance by all pupils. Teachers and school secretary support this by following up poor attenders and notifying the Headteacher

### **Rationale**

Beechwood Primary School is a happy school. Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare.

- Children can only learn effectively if they attend school regularly.
- Children need to arrive and leave school on time.
- Children should not be in school if they are unwell.
- Attendance is crucial to effective learning and we place great emphasis on this in our communication with parents.

### **Communication**

- Information on lateness, illness and absence is available for parents through the website. Parents are required to notify school if their child is absent
- Telephone notifications of absence are recorded on a form in the School Business Manager's office and the class teacher is notified
- We have a practise of first day contact, ie if we do not know why a child is absent from school we phone home for an explanation
- Children who have 100% attendance in a term receive a certificate in celebration assembly
- At the annual induction meeting, for parents of children entering Foundation Stage, we stress the importance of regular attendance including timekeeping.
- Parents are invited to share any worries their child might have in school. Sometimes little things upset children, which means they become unhappy and may not want to come to school.
- We request that parents try to arrange their family holidays within the school holidays in order that their child's education is not disrupted.
- Children are also admitted to school at various times of the year, and into various year groups. All parents requesting a place are asked to make an appointment with the Headteacher. At this meeting the importance of regular attendance is always highlighted along with other school routines
- Parents are required to send a letter to school when their child returns explaining an absence - the class teacher keeps these records
- If we are unable to identify the reason for a child's absence - at the beginning of the second week the Headteacher contacts the Education Welfare Officer (EWO)

### **Concerns**

- If a child is regularly late for school or is often absent then the class teacher will contact the parent to informally discuss the matter
- If this persists then the teacher registers their concern by sending a standard letter/ message home and giving a copy to the Headteacher (see appendix 1)

- If there is still no improvement then the class teacher will speak to the Headteacher (urgent concerns will be referred to the HT immediately)
- Headteacher and School Business Manager monitor registers weekly for patterns of absence and concerns are raised with the Educational Welfare Officer (EWO).
- The Educational Welfare Officer is available to discuss attendance issues and to offer advice and support
- Where poor attendance is found to relate to a bullying issue we follow the school's anti bullying policy to support a resolution
- Where poor attendance is found to relate to a behaviour issue we follow the school's behaviour policy to support a resolution

#### **Truancy**

- All staff at Beechwood are concerned about children's regular attendance, and the importance of continuity in children's learning.
- We are also concerned about each child's safety, welfare and happiness. Although it is a very rare occurrence for a child to truant, if there is a concern that a child might be truanting then action is taken straight away.
- If truancy is suspected, the Headteacher is notified, who then contacts the parent, either by phone, or by home visiting if necessary and the Educational Welfare Officer
- Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and resolved.
- In the event of not being able to talk to the parent then the Headteacher talks to the child concerned to find out if there are any worries or problems in school that might make that child not want to attend.
- If there are, then these are discussed with the class teacher and appropriate action is taken

#### **Penalty Notices**

- Should a child be persistently absent the Headteacher will liaise with the EWO to devise an agreed parenting contract.
- Should a child continue to be persistently absent the Headteacher, EWO and Governing Body will work with the LA to issue a penalty notice

**Signed**

**(Headteacher/Chair of Governors)**

**Date October 2019**

**Review October 2021**

**Appendix 1**

Dear

I am writing to inform you that I am a little concerned at the number of times \_\_\_\_\_ has been absent from school recently. I am sure that you are concerned about this too and are aware that for a child to make good progress they need to be in regular attendance at school.

I would be grateful if we could meet to discuss this matter at our mutual convenience.

Yours sincerely

Class Teacher