

ATTENDANCE AND TRUANCY POLICY

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Policy Statement

Regular attendance is expected at Eaton House the Manor. It is important too, that children arrive and leave school on time. It is equally important that children should not be at school if they are unwell.

It is felt that children learn best when they are happy, relaxed and focused. All staff show concern and care about each child's welfare.

As attendance is crucial for effective learning and the continuity of learning experiences the school informs the parents of this on joining. It must be noted, however, that majority of children at Eaton House the Manor have an exemplary attendance record.

Communication

Parents are informed of the importance of being at school on time and notifying the school if their child is absent or late for any reason.

If a pupil is absent from school, then this must be recorded. Requests for leave for medical reasons should be made to the form teacher. Pupils are not normally permitted to have leave for other reasons during school time. Any requests for such leave must be in writing to the Head Teacher. Pupils are not permitted to be absent from school without the Head Teacher's consent.

Pupils and parents are informed that if they are late to school, they must report to the school secretary on arrival and then their form teacher. All information regarding absence is passed on to the form teacher and duly recorded in the register. If no notification is received about the child's absence this will be added into the register as unauthorised absence. The PA will contact the parent/guardian to find out where and why the pupil is absent and update the register.

Concerns

If a child is regularly late for school or is often absent, then the form teacher contacts the parent concerned to have an informal discussion about this. If this persists then the teacher registers their concern with the Senior Management Team.

Truancy

All the staff at Eaton House the Manor are concerned about children's regular attendance, and the importance of continuity in each child's learning. They are also concerned about each child's safety, welfare and happiness. Although it is unlikely that a child may truant, if there is a concern, appropriate action should be taken immediately.

If truancy is suspected, the Head Teacher is notified, who will then contact the parents by phone. Parents are encouraged to bring their child to school so that reasons for the child not wanting to attend can be discussed and hopefully resolved.

Registers

It is the responsibility of the form teacher to take the register in the morning at 8.35am, and by 8.40am at the latest, and the subject teacher in the afternoon at 1.50pm. On Games Days the subject teacher will take the register at 12.10pm. Registration is completed on the register section of the Engage School Management System.

Parents are responsible for:

- Ensuring their children arrive in time for registration
- Signing in at reception if they arrive after registration and signing out if authorised to leave during the school day
- Notifying the school first thing in the morning as close to registration that their child will not be at school and the reason
- Ensuring the school has current contact details in case of an emergency

Teachers are responsible for:

- Keeping accurate and up-to-date registers
- Keeping an overview of class and individual attendance, in particular poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for non-attendance offered by children and parents/guardians
- Monitoring follow-up once actions have been taken to address attendance concerns
- Following up absences with immediate requests for explanation via the school secretaries
- Setting an example by arriving promptly to lessons

School Secretaries are responsible for:

- Contacting families where concerns are raised about absence. This should be as close to 9 am as possible, starting with the eldest pupils (from all schools) first.
- Adding information to the register reasons of absence

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- If a pupils' parents cannot be contacted by phone at 9am, they must be contacted by all means of communication as close to 9.15 am as possible. Absence remains unauthorised and the Head Teacher must be informed immediately.
- An absentee list is printed after the morning registration and the afternoon registration and provided to the Head Teacher. The absentee list is used in the event of a fire evacuation as part of a checklist.

The Head Teacher is responsible for:

- Monitoring trends in authorised and unauthorised absence
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence
- Ensuring that the attendance policy is followed
- Liaising with and discussing with parents' issues relating to attendance
- Meeting with parents who have requested term-time holiday

Data Manager

- Ensuring all information is recorded in the registers
- Producing an attendance report for senior management

Senior Management

- Asking searching questions about trends in attendance, particularly in relation to persistent poor attenders