



Grange View C.E. First School

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**GRANGE VIEW FIRST SCHOOL
Attendance Policy 2016**

Our Vision – for children and adults to be happy, confident, responsible individuals who enjoy personal success and love learning.

Our Mission

- To provide a welcoming, stimulating and secure environment for all regardless of faith and culture.
- To value all students and staff as individuals and support them to reach their full potential.
- To provide a broad, balanced and stimulating curriculum that meets the needs of all.
- To deepen and enrich the schools relationship with Governors, parents, Community and church.
- To cherish and nurture responsibility for the environment.
- To provide high quality collective worship and opportunities for spiritual development.
- To strive for excellence in all we do.

Our Values

- The ethos of the school is underpinned by Christian values such as honesty, openness, friendliness, trust and respect.
- We aim to SPARKLE

Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Definitions

2.1 Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence.
- 3.3 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school at least a week in advance, but normally this request will be granted.
- 4.2 Parents have a statutory duty to send children to school. The Headteachers of the Coquet Partnership Schools have agreed that absence for holidays taken in term time **will not be authorised other than in exceptional circumstances (to be decided by the Headteacher)**. Parents requesting leave of absence are asked to discuss their request with the Headteacher.

Repeated unauthorised absences

- 5.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences the 'Family Support Partner' will contact the parents or guardians to discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will seek to ensure that the parents or guardians understand the seriousness of the situation.
- 5.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Rewards for good attendance

- 6.1 All the children and staff who have 100 per cent attendance in a half term will receive a certificate for attendance, awarded in assembly in the first week of the following half term. Any child who has 100 per cent attendance for a whole year will receive a special certificate at the end of the year.

Attendance targets

- 7.1 The school's attendance target this year is 96%. This is agreed by the senior staff and governors. Targets are challenging yet realistic, and based on attendance figures achieved in previous years.

Monitoring and review

- 8.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 8.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 8.3 The rates of attendance will be reported in the school prospectus.
- 8.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher and the Family Support Partner who will contact the parents or guardians.
- 8.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Date: May 2016

Signed: _____
G. Laidler
Chair of Governors

Review:

The governors at Grange View CE First School believe that everyone has a right to learn, to be respected and to be safe. We are intent on providing a caring, safe, happy and healthy environment for all our pupils, guided by the teachings of Jesus in delivering our Christian values and vision. We seek to enable all to flourish and achieve their full potential where both British and Christian values of care, kindness and respect are at the heart of all we do. The governors in all decision making work collectively and collaboratively to enable everyone to 'SPARKLE'.