



ATTENDANCE POLICY

This policy has been written for	<ul style="list-style-type: none"> All staff at The Chelsea Group of Children Parents and pupils from The Chelsea Group of Children 	
Copies of this policy may be obtained	<ul style="list-style-type: none"> The Chelsea Group of Children website http://chelseachildren.com/ As a hard copy or email attachment on request from the School office 	
This policy links with the following policies	<ul style="list-style-type: none"> Record keeping Promoting Good Behaviour 	<ul style="list-style-type: none"> Safeguarding and Child Protection
Participants and consultees	<ul style="list-style-type: none"> Head Teacher 	<ul style="list-style-type: none"> Other staff
Relevant statutory guidance, legislation and other sources of information	<ul style="list-style-type: none"> The Education Act 1996 (http://www.educationengland.org.uk/documents/acts/1996-education-act.pdf) 	
The Lead Member of staff is	<ul style="list-style-type: none"> Head Teacher 	
Definitions and key terms used in this policy	<ul style="list-style-type: none"> CGC – The Chelsea Group of Children 	
The Objectives of this policy	<ul style="list-style-type: none"> To provide everyone involved in the education of The Chelsea Group of Children’s pupils with a consistent practice that encourages and facilitates the regular attendance of all pupils 	
Persons with particular responsibilities	<ul style="list-style-type: none"> Teachers are in charge of welcoming the children in the morning and completing the school’s register The data manager is in charge of recording attendance The office manager is in charge of contacting parents in case of unexplained lateness/absence 	
Other participants and Stakeholders	<ul style="list-style-type: none"> Parents Students 	<ul style="list-style-type: none"> Staff
Monitoring and Evaluation	<ul style="list-style-type: none"> The Head Teacher and the Policy Administrator will ensure the policy is kept up to date and all members of staff are complying with the rules and guidelines. 	

INTRODUCTION

Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as is possible.

The Chelsea Group of Children takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that children are attending school as they should be. We endeavour to work with families to make sure that any



problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

ROLES AND RESPONSIBILITIES

It is the school's responsibility to:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that systems to record and report attendance data are in place and working effectively
- work out appropriate and accurate annual attendance numbers and future attendance targets, and submit these to the LA within an agreed timescale each year
- monitor attendance
- review and discuss attendance issues in leadership meeting. Discuss with parents when necessary
- develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

It is the parents / carers responsibility to:

- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- follow the set school procedure for reporting the absence of their child from school (see below), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours whenever possible
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the headteacher (see below)

CATEGORIES OF ABSENCE AND PROCEDURE FOR REPORTING ABSENCE

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a child's absence is authorised or unauthorised (see code below). Where staff have concerns regarding absences, they should follow the school's safeguarding procedures.

When a child is to be absent from school without prior permission, parents should inform the school by telephone or email on the first day of absence and let them know what date they expect the child to return. A written note (email) will be required for prolonged absence.



Illness (I)

Most cases of absence due to illness are short term, but parents will need to make a phone call / send an email to alert the school on the first day/each day of absence. For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card or a prescription paper. This is both for our attendance record but also so we are aware of any needs the child may have following their bout of illness.

Medical or Dental Appointments (M)

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, children should attend school for as much of that day as possible.

Authorised Absence (C)

There may be some instances where the school will authorise absence such as for a family bereavement.

Family Holiday and Extended Leave (H)

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time but should not extend their holidays without first getting consent from the head teacher.

All requests for authorised absence will be responded to in writing, and will outline the details of when the child is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.

Religious Observance (R)

The Chelsea Group of Children recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence for these times.

Parents will be aware of these dates and should give the school written notification in advance.

Late Arrival

Registration takes place between 8.15 and 8.50. Pupils who arrive after this time will be marked as late.

Parents should inform school as soon as possible if their child is going to arrive late. Any unjustifiable reason for absence will be marked as unauthorised. It is vital that teaching staff update the register in the office to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

SCHOOL ACTION: FOLLOWING UP ON ABSENCES

The school register is passed to the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. If a pattern of unauthorised absences emerges, the office manager/head teacher will contact the parent or carer to discuss possible reasons and school support systems that could help.

Where a child has been absent from school for a period of more than 20 school days, and where the absence was unauthorised and both the school and LA have been unable to contact the parents, the

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school may remove the child from the school roll. The school will notify the local authority when such action is taken.