

Attendance Policy



Chilton Trinity

Principles:

We believe that good attendance is an essential requirement to effective learning and is the responsibility of the whole school community. We will encourage and assist all children to achieve excellent levels of attendance and punctuality so that they are able to take advantage of the educational opportunities available to them.

Aims:

- a) To improve the overall percentage of students' attendance to at least 93-94%
- b) To reduce unauthorised absence figures and habitual lateness
- c) To make attendance and punctuality a priority for all those associated with the school including child, parents, teachers and governors.
- d) To develop a framework, which defines agreed roles and responsibilities and promote consistency in carrying out designated tasks.
- e) To provide support, advice and guidance to parents and children.
- f) To provide a systematic approach to gathering and analysing attendance related data.
- g) To implement a system of rewards and consequences.
- h) To develop effective communication between home and school and promote effective partnerships with the Education Attendance Officer and other agencies.

Practice:

The school is obliged by law to distinguish between authorised and unauthorised absence. A letter or telephone message from a parent/carer does not authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter or message will the absence be authorised. This school set targets in accordance with the Education (School Attendance Targets) Regulations of 2007.

Roles and Responsibilities:

Improving attendance at Chilton Trinity is the responsibility of everyone in the school community: student, parent and staff.

Students:

All students are expected to attend school and all of their lessons regularly and punctually. They are expected to be ready to learn. If students experience attendance difficulties, they have a right to receive prompt and appropriate support, initially from the form tutor and if necessary from the Home School Liaison Worker. At the end of each term students whose attendance is either very good or significantly improved will have this acknowledged by the school through the celebration assemblies.

Parents:

Parents are responsible for ensuring their child's regular and punctual attendance properly equipped and in a fit condition to learn. If a student is unable to attend school for any reason, or is late, parents are requested to notify the school as soon as possible (if by phone, preferably before the end of registration time) by phone call or in writing/email. A student's absence from school is considered as unauthorised until a satisfactory explanation is forthcoming from the parent. Parents can expect to be informed promptly if the school is concerned about a student's attendance. Parents must ensure that up to date records of telephone numbers and email and home addresses are given to the school. Parents may be contacted by text, a voicemail or email regarding an unexplained absence from school. Parents should avoid making medical or dental appointments for their child during school hours.

The School:

Staff will encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. The school will use a range of strategies to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to absenteeism firmly and consistently.

Monitoring and Evaluation:

Student's attendance will be reviewed each week by form tutors and each half term by the Deputy Head during the production of the Attendance Review. Every two weeks the Head of Year will meet with the Education Attendance Officer to discuss attendance and punctuality to review actions taken to improve the situation. Parents will be advised of concerns so that they may be involved in monitoring their child's attendance.

Registration:

Registers are called at 8.30 am and 2.05 pm and each student must be present during this time to receive an attendance mark. Any student arriving after the close of the registers must report to the reception and sign in the late book giving clear reasons for the lateness. Any student arriving after the close of the register and does not sign in the late book but does attend school may run the risk of being marked absent.

Truancy:

We work with parents, students and staff to reduce truancy. If a student persistently truants lessons or leaves the school building they face the school sanctions and will be referred to the Education Attendance Officer.

Holidays:

Holidays will only be granted in exceptional circumstance, eg a family with a parent who is in the armed services is home on leave and decides to take a holiday of no longer than 10 days.

Information:

- The attendance procedure can be found in the Staff Handbook
- Guidance for parents re attendance is provided in the "Attendance pamphlet" issued to Parents. Data regarding attendance is found in our school prospectus.
- Authorised absences are mornings or afternoons away from school for a valid reason such as illness.
- Unauthorised absences are those which the school does not consider reasonable and for which no permission has been granted. This includes:
 - going shopping
 - holidays which are not deemed as exceptional circumstances
 - truancy
 - unexplained absences
 - child minding
- Holidays will not be authorised during term time unless under exceptional circumstances
- A student who is late on more than 3 occasions within a half term will be given a detention after school

Lateness:

Students must attend on time to be given a mark for a session. Arriving more than 30 minutes after the start of the session without good reason is counted as unauthorised absence. Students need to arrive before 9 am and 2.45 pm after which the register will be closed.

Missed work:

It is expected that all students will catch up on missed work caused by absence as soon as possible.

Good attendance will be rewarded On a Term basis with:

- Certificates of good attendance
- 100% certificates presented in whole school assemblies
- Rewards are given for excellent attendance.