

Brown's School

Attendance Policy

Regular school attendance is crucial in raising standards in education and personal development. Brown's School strives to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Aims:

- To improve/maintain the overall attendance of pupils at Brown's School.
- To develop a framework that defines roles and responsibilities in relation to attendance.
- To provide advice, support and guidance to parents/guardians and pupils.
- To promote good relationships with Local Authority Education Welfare Services or other personnel to ensure a pupil's good attendance.

Role of the School:

The Headteacher at Brown's School has overall responsibility for school attendance; The Safeguarding and Pastoral Care Team should bring any concerns regarding school attendance to her attention. The Business Manager provides support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at meetings on a regular basis. Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration. To enable our school to record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Guidance on School Attendance (November 2016).

Brown's School is committed to working with Parents and Guardians to encourage regular and punctual attendance.

Role of Parents/Guardians:

It is a parent/guardians' responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed in writing when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 8.45am for registration and the beginning of the timetabled day. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration

and recorded on your child's attendance record. We are aware that most of our pupils are transported to Brown's by Local Authority transport therefore, punctuality can be beyond a parents' control.

If your child appears reluctant to attend school please discuss the matter promptly with School Staff to ensure that both you and your child receive maximum support.

Role of Pupils:

Each pupil at Brown's School has a duty to ensure that they attend school punctually and regularly. If you have been absent from school a written note from a parent/guardian must be provided to your teacher when you return.

Absence Procedures:

If your child is unwell or unable to come to school for any reason please contact the school before 10am either via phone (absence reporting option 1), text message or email. If we do not receive any communications regarding an absence, it will be recorded as unauthorised. We will contact parents/guardians during the first day of absence if we have not received a communication regarding the reason for the absence. The School requires a written explanation for an absence when your child returns to school.

Family holidays during Term Time:

Brown's School discourages holidays during term time due to the impact they have on a pupil's learning. Any absence will be at the discretion of the Headteacher. Family holidays taken during term time will be categorised as an unauthorised absence, unless there are exceptional circumstances and the Headteacher has authorised the absence.

Procedures for Managing Non-attendance:

Brown's Safeguarding and Pastoral Care Team will contact parents/guardians if the School has a concern about a pupil's attendance. A meeting will be arranged to discuss reasons for absence and appropriate action to be taken to improve attendance.

Local Authority Education Welfare Services have a legal responsibility to make sure that parents/guardians meet their responsibility towards their child's education. Regular attendance is an essential requirement for pupils to achieve their potential. Where attendance difficulties persist, or we are concerned about unexplained absence, the School may make a home visit. A referral to the Education Welfare Service (EWS) of the relevant Local Authority, will be made to support school staff and parents in developing and implementing strategies to improve school attendance.

Signed:

Reviewed: March 2018

Headteacher

Reviewed in Staff Meeting.

Person responsible for editing: Mrs D. Mitchell in March 2019

_____ **Signature**

_____ **Date**