

Plat Douet School Attendance Policy



September 2022

Attendance Policy

At Plat Douet School every learner is entitled to a curriculum rich and varied, challenging and inspiring, which enables every individual to reach their fullest potential to the highest possible standard and allow all pupils to 'be the best they can be'.

Introduction

At Plat Douet School we give high priority to attendance and punctuality in accordance with 'Article 13 of the Education (Jersey) Law 1999.' We praise excellent attendance and regularly include attendance information in school newsletters. We systematically record and monitor attendance, punctuality and the general welfare of the pupils. School procedures are outlined in this policy and it has been shared with teaching staff

At Plat Douet we:

- Encourage, promote and maintain positive individual pupil attendance and punctuality;
- Ensure that registers are accurate, up to date and consistent throughout the school;
- Regularly audit school registers using SIMS to identify any pupils with attendance and/or punctuality concerns;
- Monitor and promote the welfare of every child;
- Have a designated member of staff responsible for attendance for each Phase;
- Ensure that all appropriate information and records are available for regular discussion with the EWO;

Registration Procedure.

Registration is completed promptly by all class teachers for morning and afternoon sessions on SIMS. If members of SLT or regular supply teachers take registration they may use SIMS as the class teacher would. If any teachers other than Plat Douet staff are completing class registration, this is done using a paper copy of the register and the office staff add this information to SIMS. If for any reason SIMS is not working teachers take a paper register and send this to the office.

Pupils are either marked as present (/ \) or absent with no reason given yet (n) by teachers. The office staff then amend all absent marks no reason given yet (n) to relevant registration codes (see appendix 1) after recording times of late arrivals or telephone conversations with parents / carers. If parents / carers have not contacted the school, office staff telephone to confirm reasons for absence. If the office staff are unable to contact the parent / carer, then the absence is recorded as unauthorised.

Response to Absences, Lateness and Welfare Concerns

The Phase Leaders regularly monitor Phase attendance data using SIMS. When a pupil's attendance or punctuality becomes a cause for concern the following steps are taken.

Absence

- An initial meeting is set up between the class teacher and the parent / carer. The attendance grid and the 'School Attendance Matters' document (Appendix 2) are discussed. The teacher adds a summary of the conversation as an initiative on SIMS.
- If attendance continues to be of concern then 'letter 1' (Appendix 4) is sent to the parent / carer via SIMS, highlighting the number of number of absences their child has had during the academic year. The letter is recorded as an initiative on SIMS.

- If attendance continues to be of concern then 'letter 2' (Appendix5) is sent to the parent / carer via SIMs highlighting the number of absences their child has had during the academic year, explaining that attendance will be monitored for two weeks and if there is not an improvement an Attendance Plan will be set up. The letter is recorded as an initiative on SIMS.
- If attendance continues to be a concern, a further meeting is arranged between the Phase Attendance Lead, the parent / carer and the child (if in KS2). A school attendance plan is set up with clear time bonded targets (Appendix3), this is recorded as an initiative on SIMS and a copy is given to the parent / carer.
- If targets set on an Attendance Plan are not met the case is referred to the EWO.

Punctuality

- An initial meeting is set up between the class teacher and the parent / carer. The attendance grid and the 'School Attendance Matters' document (Appendix 2) are discussed. The teacher adds a summary of the conversation as an initiative on SIMs.
- If punctuality continues to be of concern a 'late letter' 1 (Appendix 4) is sent to the parent / carer via SIMs, highlighting the number of late arrivals their child has had during the academic year. The letter is recorded as an initiative on SIMS.
- If punctuality continues to be of concern a 'late letter' 2 (Appendix5) is sent to the parent / carer via SIMs highlighting the number of late arrivals their child has had during the academic year, explaining that punctuality will be monitored for two weeks and if there is not an improvement an Attendance Plan will be set up. The letter is recorded as an initiative on SIMS.
- If punctuality continues to be a concern, a further meeting is arranged between the Phase Attendance Lead, the parent / carer and the child (if in KS2). A School Attendance Plan is set up with a punctuality focus, this document has clear time bonded targets (Appendix 3). The Attendance Plan is recorded as an initiative on SIMS, and a copy is kept in the child's attendance file.
- If targets set on an attendance plan are not met the case is referred to the EWO.

The Role of the Phase Attendance Lead

The school's designated Attendance Lead is Mr Walker, the Headteacher.

Their role includes:

Monitoring SIMS

Adding information to SIMS

Attending regular meetings with the School Education Welfare Officer (EWO)

Advising teachers if a parent meeting is needed

Leading meetings with parents / carers to discuss attendance if deemed necessary

Facilitating written communications with parents / carers

Writing, initiating and monitoring Attendance Plans when necessary

Liaising with the EWO and office staff on matters concerning attendance and punctuality.

Leave during Term Time

The Education Department does not, at any time, support leave during term time, however, in exceptional circumstances the head teacher has the discretionary power to grant leave in accordance with this Policy.

Each case should be considered carefully taking into account;

- The age of the child;
- The time of year;
- The nature and purpose of the trip;
- Family circumstances;
- Attendance pattern of the pupil;
- Previous requests.

Serious Injury / Chronic illness

Where a child has had a serious injury which has required regular absences or a sustained period of time off school, he/she will also be considered under the chronic illness or long term illness title.

In all cases of chronic/long term illness or significant injury, the EWO will be involved to some capacity and will result in EWO's having an overview of the pupil's case to ensure that their education is not disadvantaged.

Looked After Children (LAC)

Plat Douet School is responsible for supporting, monitoring and raising concerns in relation to attendance and/or punctuality and welfare for Looked after Children. These pupil's needs are discussed at termly PARM meetings. There is a designated member of SLT responsible for LAC children. Attendance is discussed in the half yearly LAC reviews.

Parents/carers Responsibilities

Parents are required by law to ensure that all children of compulsory school age (aged 5 to 16) receive a full time education either by registering a child at a school or be arranging an alternative to school in line with the Education Departments' Policy.

These responsibilities extend beyond ensuring regular attendance and punctuality, it requires parents/carers to make certain that each child arrives at school on time, appropriately dressed with the correct equipment and prepared for learning.

Parents can support their child/ren by keeping requests for absence to a minimum. It should not be automatically assumed that schools will agree to absence requests. Nor should unjustified absences from school be condoned. If a pupil is unable to attend school for whatever reason, parents are responsible for notifying the school on the first day of absence and to keep the school updated on subsequent days.

Parents should work in partnership with schools in all matters concerning their child/ren's education by actively supporting school policies on attendance, punctuality, behaviour and homework.

Parents should avoid taking their child/ren out of school during term time. Such absences can seriously disrupt continuity of learning. It is at the discretion of the Head teacher to grant leave, only in exceptional cases.

P. Walker

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