



**'We Work Best When We Work
Together'**

Whole School

ATTENDANCE POLICY

Policy Update: January 2022

Policy to be reviewed by: January 2025

Introduction

All children of school age have the right to an appropriate full time education regardless of age, aptitude, ability in any special needs he/she might have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. The staff of Malvern recognise their responsibility in monitoring and promoting the regular attendance of all its pupils. We acknowledge that irregular attendance seriously disrupts continuity of learning and teaching and impedes the child's ability to develop and maintain friendships within school.

This policy has been developed in consultation with the Board of Governors, teachers, EWO Service, parents and children. It seeks to ensure that all parties involved are aware of attendance matters in the school and to outline the school's commitment to attendance detailing procedures which monitor and promote pupil attendance.

Why is School Attendance Important?

- It is required by law.
- Children need to attend school regularly to keep up with their work and promote social development.
- A good education will give your child the best possible start in life and enable him or her to make the most of the opportunities available.
- Children need to develop good habits of readiness for later life.
- Employers of school leavers will take into account the young person's school attendance and punctuality record before making a job offer.
- Young people who are away from school without good reason are at risk of becoming victims of crime or abuse.

Aims

At Malvern, we aim to raise and maintain high levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Management of Attendance

ROLES AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

The Board of Governors have the ultimate responsibility for school attendance however this is delegated on a daily basis to the Principal. The Board of Governors have the responsibility to monitor school attendance and the effectiveness of the school's policy and practice.

ROLES AND RESPONSIBILITIES OF THE PRINCIPAL

- Assume responsibilities for attendance and ensure that the school meets all legal requirements, sets targets for attendance and reports to stakeholders regarding attendance figures
- Ensures that parents and pupils are aware of their responsibilities regarding attendance and punctuality on a regular basis
- Meet with the EWO approximately every two weeks to discuss pupil attendance issues
- Ensure that the Board of Governors are informed about attendance issues and ensure statistical information is provided as required by the government.

ROLES AND RESPONSIBILITIES FO THE CLASS TEACHER

- Monitor daily attendance by marking register and collecting absence notes
- Promote class attendance
- Provide support to children on long term absence and upon their return to school

REQUESTS FOR LEAVE OF ABSENCE

Permission cannot be given for family holidays during school term. Work cannot be given to children on holiday during term time. A code of G (Family Holiday not agreed) will be used.

MONITORING PUPIL ATTENDANCE

The principal and the EWO will monitor attendance on a 6 weekly basis. Children of 85% or less will be referred unless for a very good reason.

REWARDING GOOD ATTENDANCE

- Stickers will be awarded each month for full attendance.
- Graphs of attendance will be displayed in the classroom
- Special rewards will be awarded for a full year's attendance at the end of year service in June
- An attendance cup will be awarded to the class with the best attendance each month. A night off homework will also be given.

OUR SCHOOL ATTENDANCE RATE:

91.3% in 2014-15

93.4% in 2015-16

90.6% in 2016-17

88.6% in 2017-18

90.1% in 2018-19

89.4% in 2019-20

81.2% in 2020-21

Our goal for 2021/22 is 94% or more.