



Policy

On

Attendance

June 2020



1. Title: Attendance Policy

2. Introduction

All Silver Crest School pupils are expected to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. Appropriate policies are put in place to encourage pupils to attend school; we believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make schooling a happy and rewarding experience for all pupils. We will also make the best academic provision we can for those pupils who, for legal reasons, are prevented from coming to school.

Once a pupil is enrolled at school, parents have a legal responsibility to ensure that their child attends every day, unless prevented by illness or other exceptional circumstances for which absence is authorised by the school.

3. Purpose

Attendance is one of the biggest indicators of school success. Pupils who attend school regularly are naturally exposed more than those who are routinely absent. The purpose of this policy is to encourage regular school attendance.

4. Aim and Objectives

This policy aims at:

- maximising attendance so that all pupils can gain full access to our curriculum and be enabled to reach their full academic potential and achieve a high level of personal and social well-being;
- ensuring that pupils are safe and that their whereabouts are known;
- eliminating unauthorised absence;
- discouraging families from arranging holidays during school terms;
- ensuring that parents and care givers understand clearly when it is appropriate to keep their children off school and when this constitutes unauthorised absence;
- ensuring that members of staff, parents and carers are familiar with and adhere to our processes and procedures for attendance and registering of pupils;
- ensuring that pupils and their parents or care givers understand the importance of regular and consistent attendance;
- making clear to parents and care givers the consequences of failing to ensure that their children attend school;
- ensuring that children enjoy coming to school and are highly motivated to attend regularly and consistently

5. Scope

Silver Crest School is committed to providing safe and supportive learning environments for all pupils which address their educational needs. Silver Crest School expects, whenever possible that pupils attend school for the full school day. It would be expected that pupils participate and



engage fully in all facets of school life. The attendance policy applies to the whole school and encompasses all pupils, teachers, departments, parents, subjects, class work, homework and home study.

6. Key Measures

6.1 Authorised Absence

- An absence is classified as authorised when the school has ascertained that a pupil has been away from school for a legitimate reason and the school has received notification from a parent or guardian 48 hours before the period. Exceptional cases of religious observances or particular family circumstances may also result in an authorised absence being granted by the school.
- Only the school can make an absence authorised. Parents and care givers do not have this authority. Consequently, not all absences supported by parents and care givers will be classified as authorised. For example, if a parent takes a pupil out of school to go shopping during school hours, or allows a pupil to stay away from school to celebrate a family birthday or go on a family outing, this will not mean it is an authorised absence.

6.2 Unauthorised Absence

- An absence is classified as unauthorised when a pupil is away from school without the permission of the school. The absence is unauthorised if a pupil is away from school without a good reason, even with the support of a parent.

6.3 Procedure if a Pupil is Absent Unexpectedly

- When a pupil is absent unexpectedly, the class teacher will record the absence in the register and thereafter endeavour to contact the parent or care giver.
- The school encourages parents to telephone the school to inform them of their child's absence on the first morning of absence. This prevents class teacher or Head of School from having to make numerous phone calls and provides reassurance of a child's safety.
- When the pupil returns to school, a note should be brought from a parent or care giver to explain the absence, and confirm its duration, even if the parent telephoned the school on the first day of absence.
- A note may be sent to the school prior to the day of absence, e.g. if a pupil has an unavoidable medical appointment.
- If there is any doubt about the whereabouts of a pupil, the class teacher should take immediate action by notifying the Head of School. The school will then be in contact with the parent or guardian immediately, in order to check on the safety of the pupil.



6.4 Requests for Leave of Absence for a Pupil

- It is our believe that pupils need to be in school for all sessions, so that they can make the most progress possible and do not miss out on crucial learning which may put them at an educational disadvantage.
- However, we do understand that there are exceptional circumstances in which a parent may legitimately request leave of absence for a pupil to attend, for example, a special religious or family event (such exceptional circumstances would not include normal events such as birthdays or regular religious ceremonies). We expect parents and care givers to contact the front desk officers to collect a form that will be filled and submitted 48 hours before the absence of the pupil so as to obtain authorisation.
- Parents and carers have no statutory right to withdraw their children from school for a family holiday. Pupils are required to attend school every day, when school is in session.
- Parents and care givers should always endeavour to arrange family holidays when their children are not required to be in school.
- We considers pupils' continuous attendance at school to be so essential for their academic achievement and that it is not our policy to routinely authorise an allocation of term time holiday days to families.
- Only where exceptional circumstances have resulted in a family being unable to take an annual holiday during the school holidays, will such requests be considered. Such exceptional requests for longer periods of absence should be made at least 48 hours in advance. Each case will be considered individually by the Head of School, in consultation with management.

6.5 Long-Term Absence

- When a pupil has an illness that means he/she will be away from school for over five days, the school will do all it can to send work home, so that, where possible, the pupil can keep in touch with the learning going on in their class.

6.6 Repeated Unauthorised Absences

- The school will contact the parent or care giver of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parents or carers will be asked to visit the school to discuss the reasons. If the situation does not improve, the school reserves the right to consider taking legal action, possibly resulting in a fixed penalty fine, against any parents or care givers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

6.7 Rewards for Good Attendance/Punctuality

- While the school would always seek to support pupils who, through illness or other circumstances, have been unavoidably absent from school, we also, from time to time, give attendance/punctuality rewards or certificates for pupils with 100 per cent attendance



and punctuality record over a term or a whole school year, in order to maintain a focus on the importance of regular attendance and punctuality.

7. Roles and Objectives

7.1 Responsibilities of Teachers /Head of School:

- Monitor and record pupils' attendance with fidelity.
- Investigate and analyse attendance data
- Follow up all unexplained absences.

7.2 Responsibilities of Pupils:

- To attend all classes
- To engage actively in all school activities.

7.3 Responsibilities of Parents:

- To provide timely information regarding pupils' absence.
- To ensure the well-being of pupils to enable them to get the best out of their education.
- To ensure pupils are properly prepared with all the equipment necessary for them.

8. Monitoring and Review

It is the responsibility of the Head of School to monitor overall attendance and they will request a weekly report from the class teacher. The management also has the responsibility of monitoring this policy and to see that it is implemented.

This policy will be due for review in June 2023 or sooner if necessary by the school's Management.