



Attendance Policy

Papillon House School aims to achieve good attendance and punctuality by operating an Attendance Policy within which the school and home can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

We believe that good attendance and punctuality is essential if children are to take full advantage of school and gain the educational and social skills, which will equip them for life.

The staff will encourage good attendance and punctuality and will liaise with families and other agencies when this is appropriate. Good attendance is seen as an achievement in its own right and will be recognised as such by the school.

We aim to:

- Create an ethos in which good attendance and punctuality are recognised as the norm.
- Raise awareness of the importance of punctuality and uninterrupted attendance and encourage in pupils a sense of responsibility
- Help every pupil to reach their maximum potential unhindered by unnecessary breaks in their school life
- Demonstrate that good attendance and punctuality is valued by the school
- Establish a pattern of monitoring attendance and punctuality and ensure consistency in recognising achievement and dealing with difficulties.
- Develop mutual co-operation between home and school in encouraging good attendance and in addressing attendance issues
- Maintain an effective partnership with other professionals and agencies

We aim to:

- Improve communication with parents in relation to their child's attendance by providing regular information about their child's attendance as well as the whole school's attendance record
- Recognise and support the key role of all staff in promoting and monitoring good attendance

Responsibilities

The Management Team is responsible for:

- The Attendance Policy and organisation of a regular annual review
- Publicising facts and figures with regard to the school's attendance record

Senior Leaders are responsible for:

- Liaison with other professionals and agencies
- Supporting staff in monitoring and dealing with problems
- Supporting families and individual children in sorting out any problems working against good attendance and punctuality and in helping to set and to achieve attendance/punctuality targets

The Class Teacher is responsible for:

- Ensuring the registers are completed accurately at the beginning of the school day
- Ensuring that the Absence Reports are completed accurately
- Ensuring that the ethos in the class and the school is supportive of good attendance
- Contacting parents when a pupil's attendance is at 95%

- Making a record of the telephone conversation and handing this the School Secretary for the Attendance Monitoring File.

The School Secretary is responsible for:

- Monitoring the attendance and patterns of absence of pupils
- The input of weekly attendance data
- Informing Class Teachers when a pupil's attendance is at 95%
- Keeping the Attendance Monitoring File up to date
- Bringing to the attention of Senior Leaders any concerns about a pupil's attendance and action taken

The Parent is responsible for:

- Ensuring their child attends school regularly and punctually
- Letting the school know as soon as possible if their child is absent
- Ensuring the school is aware of any difficulties so that these can be effectively dealt with

If a pupil's attendance does not improve and, particularly, where the attendance drops to below 95% the Head Teacher will send a letter to the parents inviting them into school to discuss how the School can support them in improving their child's attendance.

Where a pupil's attendance is between 80-90% the Head Teacher may notify the Local Authority Case Worker and, where appropriate, the pupil's Social Worker.

Any attendance that is below 80% may result in the Head Teaching raising this as a safeguarding concern with Surrey Safeguarding CSPA (Children; s Single Point of Access) Team.

Completing Registers

The register is a legal document and should be completed with care.

- Mark in black or red pen as appropriate
- Registers should be marked at the beginning of the school day
- Registers should be sent to the School Office immediately
- If pupils are late the School Secretary will update the register with the reason
- Absence notes or holiday forms should be kept in the pocket at the back of the registers ensuring all letters are dated
- Record verbal and telephone messages on the form provided

There is a book in the office for entering information received by telephone or in person relating to absences and/or punctuality. Pupils who are sent home during the day due to illness or collected for medical appointments should also be entered in this book.

This policy should be read in conjunction with all other relevant policies and guideline including:

DfE guidance School Attendance (November 2016): Addendum: recording attendance in relation to Coronavirus (COVID-19) during the 2020-2021 academic year.

**Management Team
July 2007**

**Reviewed and Revised: Gillian Hutton, Director, April 2021
Agreed: Management Team, May 2021**