



# SOMERSET CRESCENT SCHOOL

## SCHOOL ATTENDANCE POLICY

### **RATIONALE:**

- The law requires children attend school unless they are ill.
- Parent carry primary responsibility to ensure that they enrol their school-aged children in a registered school (Education Act 1989) and to ensure that they attend

### **PURPOSE:**

- Children with regular school attendance make greater progress than those who don't, and establish good work patterns for the future.
- Procedures for following up non-attendance must be in place for the safety of students.
- Parents need to be aware that parent-aided absences are still trancies.

### **PROCEDURES:**

#### Teachers:

1. will mark attendance at 9 am and 1.30 pm and will check attendance at 11.20 am
2. at the start of school and after 1.30pm complete the roll electronically. Relievers to use a hardcopy roll and send this to the office.
3. when a child is absent and the reason is unknown a ? will be entered.
4. will check attendance through headcounts and roll calls when on school/ class trips
5. will inform the office immediately if a child does not return to school after lunch or leaves the classroom or school grounds at any time
6. will positively reinforce good attendance

#### The office:

1. will phone home or one other contact number if a child is absent and no advice of absence has been received
2. where there is no home phone number, will ring a given family contact number. If there is no contact number and attendance is a concern, the Truancy Service will be contacted
3. will note reasons for absence on eTap Absences.

#### Parents:

1. will be encouraged to be responsible and phone, send a message by another child or friend or come to the school if their child is sick or absent for another good reason
2. will be asked to write a note if the child is to be away for some time.
3. will be encouraged to get their children to school on time.

#### The school will:

1. regularly advise parents of their responsibilities regarding student attendance, and procedures to follow for absences or lateness.
2. be part of the Attendance Service network (ASA) and pay an annual fee to the Service
3. keep records of daily attendance and analyse patterns of absence
4. inform parents in writing if truancy or lateness are a concern
5. encourage parents/ caregivers to discuss reasons for their children's non-attendance/ lateness
6. Call in the Attendance Services (ASA) to assist when truancy is suspected or when a child leaves the school grounds. (Daniel Edwards – Truancy – Phone 0274229441)
7. follow the Attendance Services (ASA) procedures when Truancy is repeated
8. Attend and use the ROCK ON Truancy meetings

## PROCEDURES: REGULAR UNNECESSARY ABSENCES

When-

- a. The child has failed to attend school without reasonable excuse and is known to be still living in the area
  - b. There has been a pattern of absences without good explanation for one or more days every week over a school term
  - c. Efforts to discuss the issues with parents have been unsuccessful:
1. Once a week Principal will receive a printout of absences.
  2. Phone call or home visit to parents/ caregivers, emphasis on encouragement, assistance and hoped-for improvement. If there is an improvement, a letter of congratulations to be sent to the family.
  3. Continued absences - formal letter sent, emphasis on encouragement, assistance and hoped for improvement. If there is an improvement, a letter of congratulations to be sent to the family.
  4. Truancy process starts

## TRUANCY GUIDELINES

- After **3 days** marked as Truant on attendance register – contact Attendance Services (ASA) by filling in the online referral form .  
(Daniel Edwards – Truancy Services – Phone 0274229441)  
Also at this stage note in eTAP in comments section on class register that referral has been made.
- After **5 days** Truant – send eTAP generated letter home.  
Also at this stage note in eTAP in comments section on class register that letter has been sent.  
If no response to this letter or truancy continues for **3 further days**, refer to ROCK ON Truancy programme – give Deputy Principal the name of the student.

## PROCEDURES- LATENESS

1. All latecomers must report to the school office to say they are at school. They will be given a 'pink' late card so teachers know they have reported in at the office and are safe.
2. Parents of students who are regularly late, ie, after 9.10am, will be contacted and assistance given to get the child to school as needed.
3. If children are regularly late, the parents will be informed by letter of the need for them to be earlier to school

Reviewed March 2009 2013 March 2018

**NEXT REVIEW: September 2021**