

d'Auvergne – Attendance Reporting



Children's Rights:

- Article 3 – Everyone who works with children should do what is in the best interest of the child.
- Article 28 – Every child has the right to an education.

d'Auvergne School recognises that children learn best when they have good attendance and punctuality, and this policy sets out the steps that will be taken to support parent and carers to achieve this for their children.

This is also reflected in the Education (Jersey) Law 1999, which states that parent/carers should “ensure that the child receives a full time education”.

Scope

This policy is a guide to school staff, parents/carers and children at d'Auvergne to outline the steps that will be taken to ensure that children are attending school regularly and on time to support them reaching their potential.

It should be read in conjunction with other relevant school and CYPES documents, including:

- Safeguarding Policy
- School Attendance Policy (CYPES)
- Graduated approach for the involvement of the Education Welfare Team (EWT) to include EBNA and Attendance (Appendix A)

Expectations

In order to ensure that the rights of every child to access education are achieved, d'Auvergne School expects that every member of staff, parent/carers and child make attendance and punctuality a priority.

We expect that all children will:

- Attend school regularly;
- Attend school on time;
- Discuss with their class teacher or other staff member, any problems preventing them from attending school.

We expect that all parents/carers who have day to day responsibility for the child will:

- Ensure regular school attendance in line with their legal responsibility;
 - Ensure that children arrive on time and prepared for the day;
 - Ensure that they contact the school promptly each day the child is unable to attend school, and on every day until the child returns to school;
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- Discuss with Rachel Maguire, Mr Cooper or the child's class teacher any issues that might impact on a child's attendance or punctuality.

We expect that d'Auvergne school staff will:

- Keep regular and accurate records of attendance for all pupils at least twice a day; at the beginning of the morning and afternoon sessions;
- Contact parents/carers as soon as possible when a pupil fails to attend and no message has been received to explain the absence. This may include contacting all persons listed on the child's 'contact' list or undertaking a home visit to ensure an adult is aware of the child's whereabouts and the child is safe;
- Record all reasons for absence and lateness;
- Encourage good attendance;
- Ensure that parents/carers are informed if attendance/punctuality becomes a concern;
- Facilitate Attendance Plans where necessary, to support families to improve attendance and ensure that all relevant support is in place;
- Refer to the EWT if attendance continues to be a significant concern.

Illness

There will always be times when children are too unwell to be in school, and need to stay at home to get better. An example of this is sickness and diarrhoea, when children **usually** need to be kept off school until 48 hours after it has cleared. If parents are unsure about whether to bring their child in, they can seek advice from the School Office.

If illness is regularly causing a child to be off school then support can be sought from the School Nursing Team to ensure that all steps are taken to reduce the time the child spends off school. Mr Cooper or Rachel Maguire can facilitate a referral to this service.

Attendance Plans

An Attendance Plan will be considered necessary by the school for any children whose attendance is at 91%, or who has more than 2 'lates' per half term. The plan should include input from either Mr Cooper or Rachel Maguire, the child's parents/carers and where possible, the child. All parties should agree actions and sign up to the plan. Actions might include well-being support in school, a referral for a Family Support Worker or providing access to appropriate guidance, a referral to the school nurse or an agreed plan of how to manage minor illnesses.

Should an attendance plan not produce the identified level of improvement, a referral to the EWT may be necessary.

Reporting Absence

It is required that the parent/carers make contact with the school to inform of a child's absence. It is not appropriate for siblings to report a child as absent, as school need to know that an adult is aware of the child's whereabouts.

Contact can be made through Parentmail or by calling the school on 625858 and either speaking to the School Office or leaving a message. For parents that have English as a second language, a message can be left in their first language and the School Office will translate. All messages should include the child's name, the reason for absence and the name of the person reporting the absence.

Should a child be absent and no contact has been made by an appropriate adult, then the following steps may be taken:

- Telephone contact will be attempted by school to the parents/carers using contact information provided;
- If no contact is achieved, a visit to a child's home.

Should it not be possible to ascertain the whereabouts of a child, this may be considered a safeguarding issue, (see policy), and a discussion may take place with the Education Welfare Team to agree further steps.

Keeping Parents Informed

Whole school attendance will be reviewed every half term, and a letter sent to the parent/carers if a child's attendance is 95% and below. The child's class teacher may also speak to the child's parent/carers to ensure that the family has the support they need. Attendance figures are also included as part of the children's termly report.

Any serious concerns for attendance will be raised by Rachel Maguire as they occur so that an Attendance Plan can be put in place promptly.

Leave In Term Time

Children should not be taken out of school during term time, and permission will not be granted to do so unless there are exceptional circumstances.

If it is necessary to request leave during term time, a form can be obtained from the school office. This should be returned to the school office no later than two weeks prior to the date an answer is required by.

Appendix A

