

Firs Farm Attendance Policy - A Summary Guide for parents

A full copy of the policy can be obtained by contacting the school office

Our aim at Firs Farm is to work closely with families to ensure their children attend school regularly in order to achieve their full potential.

In order for us to do this we:

- have a clear signal to start the day
- close the registers at 9:10a.m after which your child will receive an unauthorised absence
- ensure that late children are signed in at the office
- contact you on the first day of your child's absence
- the HT/ DHT are on duty at the start of the day to answer any queries
- adopt a zero tolerance on term time holidays
- write or arrange to meet you if your child's attendance continues to cause concern
- liaise with and if appropriate refer you to the Educational Welfare Service if attendance is significantly poor
- report to the school Governors on termly attendance figures
- report to the Local Authority the numbers of children with significantly poor attendance
- award the attendance monkey to classes with high levels of attendance
- reward 100% attendance
- if the threshold is met, refer families to the LA for Penalty Notices to be issued

The Education Welfare Service are based at the Local Authority and:

- Deal with referrals in accordance with agreed procedures
- Monitor and supervise parenting orders, as directed by the court.
- Fulfil duty for safeguarding children in line with statutory regulation
- Liaise with family, school and other agencies to ensure pupils attend school regularly
- Advise schools on strategies to improve pupil attendance and work with schools to implement strategies.
- Work with schools and safer schools officers to carry out truancy patrols.
- Support schools with early intervention in order to improve attendance
- Provide advice and guidance on target setting
- Issue Penalty Notices

Below is a table indicating levels of attendance over a year:

% attendance	Government Guidelines	Days Absent
95%	Very good attendance	Approximately 9 days absent
90 - 94%	Minimum attendance required	Approximately 17 days absent
Under 90%	Poor attendance	Approximately 26+ days absent
Under 80%	Significantly poor attendance	Approximately 38+ days absent