



# Grouville School Attendance Policy 2019

UNRC Article 19: Children should not be harmed and be kept safe.

UNRC Article: Children have the right to learn and go to school.



This policy should be read in conjunction with the Education Department Policy on School Attendance.

Good attendance is essential if students are to take full advantage of school and gain the appropriate skills, which will equip them for life. Grouville School aims to achieve good attendance by working in partnership with parents/carers, pupils and the Education Welfare Service. We have set a minimum target of 95% attendance to be achieved by all students. Even so, it is worth noting that children with attendance of 95% will have missed two weeks of education; this will have denied them access to a significant part of the curriculum.

Parents/carers can support their children by keeping requests for absence to a minimum. School will monitor attendance and ensure quick and early intervention if a problem is identified. All staff will encourage punctuality and good attendance and will liaise with home and other agencies about a child's attendance when this is appropriate. If there is no improvement, then school will refer the child to the school's Education Welfare Officer. They will also try to resolve the difficulties by working with families in partnership. However, in extreme cases and if all other ways of trying to improve the child's attendance have failed, the family will be referred to attend an Attendance Panel hearing at their local Parish Hall.

Parents/carers may wish to contact the Education Welfare Office themselves to ask their advice. They are independent of the school and can be contacted on telephone no. 449449.

## OUR EXPECTATIONS

We expect our pupils:

- to attend school regularly
- to arrive on time and be appropriately prepared for the day

We expect our parents/ carers:

- to ensure that their children attend school, are punctual and are well prepared for the school day
- to contact school before 9.30 whenever their child is unable to attend school and on any subsequent days - tel 851089 or email [admin@grouville.sch.je](mailto:admin@grouville.sch.je) detailing the illness
- to arrange holidays during school holiday time

Parents/ carers and pupils can expect school to:

- contact you on the same day about any unexplained absences. Notes/ confirmation of medical appointments may be requested
- monitor absence/lateness and inform you if your child's absence or lateness needs attention and work with you to find a way to improve it

***Well-being and achievement are at the heart of Grouville School so that we can all develop as life-long learners and take responsibility for ourselves and the community.***

- include a report of your child's attendance (including lateness) in their end of year report
- listen to your worries and concerns and either agree what action we can all take or find someone else who can help
- work in partnership with you and our Education Welfare officer
- acknowledge good attendance
- follow guidelines from the Education Department with regard to school attendance - [www.gov.je](http://www.gov.je)

### **Leave during term time**

Parents/carers do not have the automatic right to withdraw their children from school and must request permission in advance from the Headteacher. Application for Leave forms can be downloaded from the school website or collected from the school foyer.

Parents/carers must make a strong case to justify taking pupils out of school during term time as absence can seriously disrupt continuity of learning. It is expected that parents/carers will support their child's education by arranging all leave to coincide with school holidays. Leave will only be authorised by the Headteacher in exceptional circumstances. Teachers will not provide work for children to complete during term time holidays.

It is vital to remember that attendance at school is statutory and children are required to attend school for 188 days each year, and that 'Every Day Counts'.

### **Illness**

If a child is unfit for school, parents/carers should contact the school before 9.30 in person, by telephone or e-mail. The secretary will telephone parents if a child is absent and no reason has been provided. Absences will not be authorised without this procedure. If your child is ill at school we will do our best to care for them, but the right place for a sick child is at home. We will therefore endeavour to contact you and ask you to collect your child if they are poorly; following the latest guidance from the Education Department/ Public Health.

### **Other circumstances**

Other reasons for absence must be discussed with the school each time. Leave may only be granted in an emergency (eg bereavement) or for medical appointments, which are unavoidably in school time, provided a written explanation/evidence is received.

### **Lateness**

It is very important that children arrive at school on time (8:30 - Foundation Stage 8:40am KS1 and KS2); being late can be very unsettling for them. If your child is late, they need to go straight to the office and give an explanation. The class register will then be amended and your child will be marked as late. Children in Reception should be accompanied to the office by their parent/carer.

### **Collection**

Parents/ carers are expected to collect their child on time every day. Please contact the school office to advise us if you are unavoidably delayed so that we can reassure your child/ children. Thank you.

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**Monitoring and Review**

This policy will be reviewed by the Senior Leadership Team annually.

Updated by Nichola Turner - July 2019

To be reviewed July 2020

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