



SCHOOL ATTENDANCE POLICY

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children Missing Education 2016

Table of Contents

| | |
|--|---|
| General Principles | 2 |
| Expectations | 2 |
| Guidelines and Procedures | 2 |
| <i>Absence Requests</i> | 2 |
| Children Missing Education 2016, Statutory Guidance..... | 3 |
| <i>Approval & Review</i> | 3 |

General Principles

York Steiner School aims to ensure that all pupils receive an education which maximises opportunities for each pupil to achieve their full potential.

The school aims to provide a welcoming and caring environment so that each pupil feels safe and secure. It will challenge the behaviour of those pupils and parents who give a low priority to attendance and punctuality

Expectations

Parents and pupils should be encouraged to consider 100% attendance as the norm.

The school expects parents to co-operate with its absence policy; failure to do so in any respect may ultimately compromise their child's place in the school.

Guidelines and Procedures

- It is expected that all children will achieve a minimum attendance of 95% apart from those with chronic health issues.
- Any pupil whose attendance falls below 95% will be put on a watch list.
- Any pupil with attendance below 90% or with lateness greater than 10% will be identified. Parents maybe required to attend a meeting with the Class Teacher or a member of the Safeguarding Team to gain a better understanding and where appropriate develop a plan to improve attendance.
- **All planned absences should be explained by a telephone call or via ParentMail before 8.30am on the first and subsequent days.**
- For longer term absence due to medical reasons a note from the doctor may be required.
- Pupil attendance is monitored on a regular basis and is incorporated into our overarching approach of safeguarding the child

Absence Requests

- Absence requests for a day or less may be granted by the class teacher – please put your request in writing to your class teacher.
- **Absence requests for more than one day must be submitted in writing to the Education Mandate Group or to the Administrator in advance of the period for which the absence request is made.**

It is entirely at the discretion of the Education Mandate Group whether or not the request is granted. The Education Mandate Group will consider the request in the light of the following priorities:

- a. The total number of absences already recorded for the child during the school year
- b. The educational progress of the child in school
- c. The nature of the request made.

Absences for the days leading up to and including the end-of-term festivals at Christmas, Easter and Summer are very unlikely to be authorized.

Children Missing Education 2016, Statutory Guidance

In September 2016 the Department for Education published 'Children Missing Education' Statutory guidance. In this document it states

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.

As parents you have a legal responsibility:

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education.

'Children Missing Education' Statutory guidance for schools and colleges also states

Schools should...inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission.

Approval & Review

Approved by the Board of Trustees

December 2018

Policy review date:

December 2021

