



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

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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

1. It is expected that all children will achieve a minimum attendance of 95% apart from those with chronic health issues.
2. Any pupil with attendance below 90% or with lateness greater than 10% will be identified.
3. If the school is unclear why the pupil has had such poor attendance, a letter will be sent to parents asking them to provide reasons for their child's absence.
4. Where a child's attendance falls below 85% parents will be asked to attend a meeting. The child will be placed on an Attendance Plan for a minimum of 4 weeks and a maximum of 1 term.
5. If the Attendance Plan is not successful, parents will be asked to attend another meeting with a senior member of staff to agree a 'Parent Contract Attendance Plan'
6. If the 'Parent Contract Attendance Plan' is not successful, parents will be asked to attend a meeting with the City of York Council School's Advisor for Attendance and Integrated Working.
7. **All planned absences should be explained by a telephone call or via ParentMail before 8.30am on the first and subsequent days.**
8. For longer term absence due to medical reasons a note from the doctor may be required.
9. Pupil attendance is monitored on a regular basis and is incorporated into our overarching approach of safeguarding the child

Absence Requests

- Absence requests for Kindergarten must be submitted in writing to the Kindergarten Teacher who will take your request to the Early Years departmental meeting. All absence requests must be in advance of the period for which the absence request is made
- Absence requests for Classes 1-8 must be submitted in writing to the Education Mandate Group in advance of the period for which the absence request is made.

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

- a. The total number of absences 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.

Children Missing Education Procedure

There can be a number of reasons why a child is missing from education, the most common reason being that of illness. There are however other more serious reasons that can put the child at risk including truancy, child criminal exploitation and child sexual exploitation. For this reason it is important the school receives a message from parents explaining why their child is absent.

If a child is absent and the school has not received any message to explain this absence, then the Office will:

1. Call the primary contact to understand the reason for absence. If this is unsuccessful, and where possible, a message will be left. The Office staff will then:
2. Call the secondary contact to understand the reason for absence. If this is unsuccessful, and where possible, a message will be left. The Office staff will then:
3. Make at least one additional call to both primary and secondary contact. If unsuccessful, the Office staff will then;
4. Call the emergency contact. If unsuccessful the Office staff will refer the matter to the Designated Safeguarding Lead (DSL).
5. The DSL will decide, in consultation with the Class Teacher the next appropriate course of action. This may range from sending a letter to parents expressing the importance of communicating with school to contacting the Police or Social Services. The DSL's response will be based on the history of the child and family and any known circumstances. Any action is taken in the best interests of the child.
6. A record will be kept of all attempts to contact parents/guardians/emergency contacts.

Approval & Review

Approved by the Board of Trustees
Policy review date:

October 2018
October 2019

This policy should be read in conjunction with all other safeguarding policies as they all work together to safeguard the child, staff and school. These policies collectively support Keeping Children Safe in Education 2018

YORK STEINER SCHOOL - ATTENDANCE PLAN

Pupil Name:	Class:
% Attendance Year to Date: % Attendance in the last 6 weeks:	Best / Worst day(s)
Parent's reason for absence:	Pupil reasons for absence:
What will parents do to support improved attendance?	What will the pupil do to support improved attendance?
What can the school do to support improved attendance?	
Target for the nextweeks is 95%	
Start Date:	End Date:
Signature of Parent Date:	
Signature of School Representative	
Date:	Date for Review :

YORK STEINER SCHOOL PARENT CONTRACT - ATTENDANCE

Pupil Name: Class:	Date of Birth
Attendance YTD	Attendance this term:
Parent / Carer Name	Parent / Carer Name
Member of Staff Name:	Position:
Overview of issues	
Agreed actions by parents:	Agreed actions by York Steiner School
Agreed actions by Pupil	
Review Meeting date / time	
Signed	Parent / Carer Name:
Signed	Parent / Carer Name:
Signed	Staff
Signed	Staff