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| <b>Policy:</b>        | <b>Whole School Attendance</b>                |
| <b>Policy Ref:</b>    | <b>CM29</b>                                   |
| <b>Review Date:</b>   | <b>October 2022</b>                           |
| <b>Next Review:</b>   | <b>October 2025</b>                           |
| <b>Authorised by:</b> | <b>Deputy Headteacher /Attendance Officer</b> |

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Please read in conjunction with procedure document [CMP3](#)

## 1. MISSION STATEMENT

Clare Mount is committed to providing a full and efficient education for all pupils. We believe sincerely that all pupils benefit from the education Clare Mount provides and therefore from regular school attendance. To this end we will do as much as we can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible.

## 2. AIMS

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

### **3. EXPECTATIONS**

Clare Mount recognises its legal duty under s175 Education Act 2002 and the 1989 Children Act and takes seriously its responsibilities to protect and safeguard the interests of all children. Daily contact by phone or by letter to parents/ carers raises concerns about poor school attendance and related matters. Inviting parents to attend meetings in school is used to promote good home/school relationships and the occasional need for special travel arrangements for such meetings is considered where parents live far from the school and do not have their own transport. Where referral to any agency, including the Education Welfare Service, is under consideration, parents are informed of this.

The reasons for referral are made clear and how the referral is intended as a supportive, safeguarding measure rather than a punitive one. Where there are concerns about the safety or welfare of any child, the guidance contained in LACPC Code of Practice is followed.

#### **We expect the following from all our pupils:**

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

#### **We expect the following from parents:**

- To ensure their children attend school regularly and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.

#### **Parents and pupils can expect the following from school:**

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.

- A quality education
- Work to be sent home where appropriate for absences of more than 3 school days.

#### **4.0 DATA PROTECTION ACT**

School has a Data Protection Notification which details the circumstance under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

#### **5.0 SAFEGUARDING**

Procedure stated in this document supports the good practice within the school for Child Protection work. It should be read in conjunction with the Wirral Local Safeguarding Board Child Protection Policies and Procedures. These are in keeping with relevant national procedures and reflect what the Board considers to be safe and professional practice in this context. Within the context of Every Child Matters, this takes account of the need for children “being healthy and staying safe”.