

De – Young Group of Schools

The school with standard, Character and Service...



DE - YOUNG
Comprehensive College



DE - YOUNG
Nursery & Primary School

Attendance Policy

CONTENTS

Principles, Aims and Objectives	Page 3
Responsibilities of Parents and Carers	Page 4
School Procedures	Page 4
Information for Parents and Carers	Page 6

DE – YOUNG GROUP OF SCHOOL ATTENDANCE POLICY

Introduction

This policy takes full account of the Lagos State Ministry of Education 2015 Attendance Policy guidance and at De-Young Schools our commitment is to strive for 100% attendance, which is achievable, and achieved by many pupils. It sets out the principles, procedures and practices the school will undertake. Strategies, sanctions and possible legal consequences of poor Attendance and Punctuality are also detailed, as well as rewards for, and benefits of good attendance. This policy will be reviewed, amended by the internal governing body.

Principles

- Receiving a full-time, suitable education is a child's legal entitlement.
- It is parents'/guardians' legal responsibility to ensure this happens.
- Attending school regularly aids intellectual, social and emotional development
- Attending school regularly safeguards the welfare of pupils whilst they are not in the care of their parents.
- All pupils whose attendance is poor will be treated as vulnerable.

Aims of the Policy

- To ensure that all pupils attend as near full-time as possible, in order to maximise their educational achievement and social development.
- To discharge the school's duty to safeguard its pupils to the best of its ability.
- To ensure that all those responsible for the education of pupils, including parents, guardians, staff and governors understand and accept their responsibilities in relation to attendance.
- To minimise absence from school, thereby reducing levels of persistent absence.
- To improve the life chances of De - Young pupils and prepare them to be fully contributing citizens when they reach adulthood.

Policy objectives:

- To safeguard the welfare, health, social and emotional development of pupils.
- To reduce persistent absence.
- To promote commitment to education and high achievement.
- To maximise the potential of every individual pupil

Promoting Excellent Attendance and Punctuality:

The Internal School Governors, Management and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These will include the home/school agreement, rewards and incentives for good or significantly improving attendance.

Class Teachers may no longer grant **any** leave of absence during term time unless there are **exceptional** circumstances. Heads should determine the number of school days a child can be away from school if leave is granted.

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Understanding types of absence coding

Every half-day absence from school has to be classified by the school as AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, Doctors Report, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments which unavoidably fall in school time, emergencies. Parents and guardians are advised to arrange such appointments outside of school hours.

Circumstances are:

- Going shopping with parents, Birthdays
- Minding younger siblings in the family
- Staying at home because other members of the family are unwell
- Day trips and holidays in term time that have not been agreed by the school
- Arriving at school too late to get a present mark
- Truancy
- Parents/guardians inability to provide correct school uniform for the pupil

Reluctant attenders/school refusal

Parents and Guardians should do everything possible to encourage their child to attend. However, if the reason for a child's reluctance to attend appears to be school-based, such as difficulty with work, or bullying, parents and guardians should discuss this with the school at the earliest opportunity and the school will do everything possible to resolve the problem. Colluding with a child's reluctance to attend school is likely to make the matter worse.

School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia.

SCHOOL PROCEDURES 1. Registration and punctuality procedures

Registers are taken twice a day, once at the start of the school day at 8:00a.m, and once during the afternoon session. The registers will remain open for 10 minutes. Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. The number of minutes late will be recorded in the register. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence.

The **Morning registration** period will start at 8:00 a.m. and end at 8:10 a.m.
The **afternoon registration** period will start at 2:00 p.m. and end at 2:10 p.m.

Only the Principal, Headmaster designated member(s) of staff acting on the management behalf can authorise absence. If there is no known reason for the absence of registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason was given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (authorised absent). Absence notes received from parents/guardians will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation. If a pupil is persistently late the class teacher will arrange to meet with the family as soon as the pattern is identified. If this continues the principal/headmaster will support further action and intervention.

2. First Day Absence Contact

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness. If the school does not receive notification in form of text/telephone on the first day of absence, to try to ascertain the reason.

The first-day contact will be carried out as early enough by the school, in order to notify parents whose pupils have not arrived at the school. This will be undertaken where possible by the respective class teacher.

3. Second Day Absence Contact

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home by the student affair chairperson as directed by the principal / headmaster. The family may be asked to come to school for a meeting.

4. Continuing Absence Procedures

In the event of an absence of three or more days without contact from the family, the pupil will be referred to as EWO and a home visit may be made. Any child who is absent without explanation for 8 consecutive school days will be referred to the management in order that further investigations can be made.

USEFUL INFORMATION FOR PARENTS AND CARERS

Introduction

De - Young is an excellent school, and you and your child play a part in making it so. We aim to encourage all members of the school community to reach out for excellence. For pupils to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school in time every day the school open. Unless they are genuinely ill or there are some other unavoidable reason. This information should be given to the school as soon as possible for safeguarding purposes.

Some pupils are reluctant to go to school and say they do not feel well. It is for you as the adult; to judge whether they are genuinely unwell, or just unwilling. It will be better for

them, in the long run, to go to school, rather than avoid it, as days off mean your child will fall further behind and make them even more reluctant. Your job as the parent is to encourage your child to attend.

Learning

Any absence affects a child's learning, and the more a child misses the harder it will be for them to catch up. Research has shown that for every percentage point of absence, attainment at any examination is nearly one grade lower.

Safeguarding

There is extensive research linking poor school attendance and anti-social behaviour, with the risk of exploitation by unsuitable adults. For this reason, failure to attend regularly will be regarded as a safeguarding issue.

Understanding absence percentages

You may wonder why the school would be concerned if your child's attendance is below 96%. The table below may make it easier to understand:

95% attendance equates to half a day off every two weeks

90% attendance equates to a day off every two weeks

85% attendance equates to one and a half days off every two weeks

80% attendance equates to one whole day off every week

A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

At De-Young Group of Schools, our target is for every pupil to be in school every single day! Even the brightest and most enthusiastic learner will find it hard to keep up with their work with these levels of absence. That is why we encourage the highest attendance possible.

Persistent Absence (PA)

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year, **for whatever reason, whether it be authorised or unauthorised, or a mixture of both.** Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it.

PA student is tracked and monitored by the class teacher, and we combine this with tracking academic progress to assess the effect on the pupil's attainment. It may be required that some of our PA pupils and their parents are subject to an Action Plan, which may include allocation of some kind of support.

Parenting Contracts

Parenting Contracts have no force in law and are entered into voluntarily. A meeting will be held to which you and your child will be invited. The problems will be discussed and agreement reached as to what the school will do, what the child will do and what you as parents or guardians will do to try to improve the situation. You may be offered some

form of support such as counselling or parenting classes to assist you in setting boundaries and enforcing expectations of your child.

Reporting your child's absence

If your child is absent you must:

- Contact the school as early as possible on the first day of absence, either by telephone or in person, and
- Send a note in on the first day they return with an explanation of the absence.

Applications for leave of absence in term time

This school's policy is not to authorise holidays during term time for any student. All applications for leave in term time must be made in writing to the Principal/Headmaster. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit, and the attendance record(s) of the child/children concerned will be taken into account when making a decision.

Your contact details

Please make sure that the contact details you have given to the school are kept up to date so that in the event of an accident, emergency or any other need to contact you we have the correct details.