



## Child-Friendly Cluster Attendance Policy 2017

Formally adopted by the Cluster Governing Body of:	The West Norfolk Cluster
On:	Autumn 2017
Chair of Cluster Governors:	
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Adopted by The St Mary Federation Date - 13 <sup>th</sup> November 2017	
Executive Headteacher – Sarah Bocking	Chair of Committee – John Ward

This policy will be reviewed annually by the cluster heads group and the cluster governance

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The West Norfolk  
Cluster

## The West Norfolk Cluster Attendance Policy

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### Statement of intent

At West Norfolk cluster of schools, pupils are expected to try their very best to attend school every day.

Pupils who do not attend school are much more likely to be drawn into a life of crime and anti-social behaviour. For this reason, we are committed to helping pupils attend, and enjoy, school as much as possible.

This document sets out the responsibilities of the school, pupils and their parents in relation to pupils attending school in an easy-to-understand and child-friendly manner.



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## 1. Reasons to attend school

Going to school helps you to learn new things and make friends.

Taking part in school activities and clubs is fun.

Going to school every day improves your chances of getting a job when you're older.

Being part of a class helps you to get on with other people and make a group of friends.

Going on school trips help you to learn about the big, wide world outside of your local community.

Going to school means you will get to see your friends.

Good attendance at school is rewarded.

Purposely missing school is called truancy. This is against the law.

Being at school and keeping busy might help you sleep better at night.



## 2. Why is it bad to not attend school?

If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends.
- Not get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



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## 3. Rewards



Our school has a reward system in place for good attendance.

Pupils should aim to attend school on at least 96 percent of the days they are expected to.

Attendance certificates will be handed out in celebration assemblies to pupils with good attendance.

Class attendance will be tracked, with the best attending class receiving a reward break.

## 4. Truancy

Truancy is when you are absent for part, or all, of a school day, or longer, and you have not told the school why.

Truancy is against the law and those found doing so will be punished.

1.1. If a pupil is truant, the Executive Headteacher is told. The pupil's parents are then contacted in order to find out why the child is not attending school.

1.2. If a child is truant:



- A letter will be sent to the parents of the pupil, telling them about the truancy.
- The letter will warn them that any more unexplained absences could result in a punishment.
- If the pupil is absent from school again without reason, then the school may give the parents a fine (this is an amount of money which the pupil's parents have to pay).



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## 5. What if you can't come to school?

You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.

If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:



- Ringing the school office
- Emailing the school office
- Sending a text on the first day you cannot to school
- Coming to the school office and explaining in person



It is important that the school are told you will not be attending before 10am, so staff members know that you are safe.

You may need to hand in a note from the doctor to the school office.

## 6. What are you responsible for?

You must be in classes by the following times every day, where the teacher will record that you are in school:

Brancaster – 9.00am to 9.05am and 1:00pm

Docking – 8.55am to 9.10am and 1.00pm to 1.05pm

Sedgeford – 8.55am to 9.00am and 1.00pm

You must try to go to school every day that you are supposed to.

You should tell your parents if you do not feel well enough to go to school.

You must not leave the school during the day unless the Executive Headteacher has told you it is fine to do so and there is an authorised adult with you.



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If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it.

If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back.

## 7. What are your parents responsible for?

Your parents must make sure you go to school if you feel fine and able to do so.

Your parents must tell the school before 10am if you cannot attend that day.

Your parents should promote good attendance at school.

Parents should try to book all doctor, dentist and hospital appointments outside of school time where possible.

If you need to go to a doctor, dentist or hospital appointment during school time, your parents must let the school know as soon as possible.

Parents must inform the school in advance if absences are required for religious reasons, including weddings and funerals.

## 8. What are the school responsible for?

The school will record your attendance every day.

When you are absent, the school will decide if it is 'authorised'.

If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.

The school will keep an eye on your attendance and look out for any concerns.

Staff members are responsible for your safety and wellbeing whilst at school.

Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.



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## 9. Complaints

All schools in the West Norfolk Cluster work, wherever possible, in partnership with parents to ensure a collaborative approach to school attendance

All complaints are taken seriously and are heard through each individual school's Complaints Policy and Procedure

