

## **Non-attendance Policy**

### **1 Introduction**

Regular attendance to Grangewood Independent School is extremely important. Research has shown that improved attendance to school is closely linked to improved outcomes for children.

Non-attendance has been shown to be habitual and the earlier good habits are embedded the better.

### **2 Aims and objectives**

The aim of this policy is to set out the procedures we follow in the event of a child being absent from Grangewood Independent School.

The objective of this policy is for all staff and parents/carers to understand the importance of regular attendance.

### **3 Non-attendance**

- 3.1** When a child is absent from our school for any reason, parents/carers are requested to call or email by 9.30am (or 1.30pm for EYFS children enrolled for afternoon only sessions) to let us know as soon as possible. We then record in pencil on the attendance register when and why the child is absent (e.g. sickness, holiday).
- 3.2** If we have not heard from parents/carers by 9.30am (or 1.30pm for EYFS children enrolled for afternoon only sessions) we will contact parents/carers, using the contact details and emergency contacts we have been provided with, to try and establish why their child is absent.
- 3.3** If we are concerned about the welfare of a child we reserve the right to contact social services.
- 3.4** Where fees are payable, these remain due during periods of absence, unless alternative arrangements have been agreed.
- 3.5** We encourage good attendance and will not authorise absences for parents/carers to take their children on holiday during term time (unless there are extenuating circumstances).
- 3.6** Parents/carers must advise us in advance if their child will be absent for example, if they are having an operation, will be attending an interview or external exam so we can record this on our register.
- 3.7** We have an absence form for parents/carers to fill in stating the day(s) their child will not be attending Grangewood and the reasons why.

**4 Monitoring and review**

**4.1** This policy was agreed and implemented September 2015 and is due for review annually.

**4.2** There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Signed:**

A handwritten signature in black ink, appearing to be 'E. J. ...'.

**Date:**

26/02/16