Motcombe School

Flying high together

Attendance Policy

Reviewed annually in Term 1

Last Review: September 2026

Our Motto

Flying High Together

Our School Vision

"We are dedicated to ensuring every child is included, supported and valued and has a true sense of belonging"

Our School Values

We will support every child ….

to have academic confidence
to make safe and sensible choices
to be physically fit
to gain mental strength through resilience
to show kindness

Ethos

Every child is unique and individuality is encouraged. We believe that our hygge-inspired environment supports this by promoting children's emotional wellbeing and mental health. We ignite curiosity and wonder and this enables them to learn well.

Equal Opportunities
At Motcombe we believe that all children, regardless of first language, disability, race, gender, cultural or socio-economic background, should receive equal access to the full school curriculum.

Disability Statement
Motcombe is proud to be an inclusive school. We are able to offer access to the full curriculum for children who have a physical disability.

We have easy access into the main part of both buildings and have accessible toilet facilities.
As with any additional needs the school works closely with parents and appropriate outside agencies.

The staff of Motcombe School are committed, in partnership with the parents, pupils, Governors and the Local Authority, to building a school which serves the community and of which the community is proud.

School staff, together with the Authority believe that all pupils benefit from regular school attendance. We will encourage and support parents/carers in ensuring their children maximise their educational opportunities through regular attendance and that any difficulties that impact upon attendance are identified and acted upon promptly.

Expectations

We will expect that all pupils will:

- Attend school regularly.
- Attend school punctually.
- Attend school appropriately prepared for the day.

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day.
- Ensure that they contact the school whenever the child/children is/are unable to attend school.
- Contact the school on the first day of the child's absence.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that a school staff will:

- Keep regular and accurate records of attendance for all pupils, at least twice daily.
- Monitor every pupil's attendance.
- Contact parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence.
- Follow-up all unexplained absences to obtain notes authorising the absence.
- Encourage good attendance.
- Provide a welcoming atmosphere for children; provide a safe learning environment.
- Provide a sympathetic response to any pupil's concerns.
- Make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school's and the Local Authority's expectations with regard to regular school attendance.
- Refer irregular or unjustified patterns of attendance to Education Welfare Service.

Grant for Leave of Absence

The taking of leave during school time is not a right and can only be taken with the authorisation of the Governing Body. All applications must be made by completing a "Withdrawal from Learning" form for the Headteacher's consideration.

The Headteacher on behalf of the Governing Body, will only authorise leave, in exceptional circumstances. Written applications must be made in advance to the Headteacher.

If leave is taken without authority then consideration will be given to issuing a Fixed Penalty Notice in the sum of £120.00 to each parent and for each child. This reduces to £60.00 to each parent and for each child if paid within 21 days.

Requests for absence are regularly reviewed by the Governing Body.

Encouraging Attendance

Motcombe School encourages regular attendance in the following ways:-

- By providing a caring and welcoming learning environment.
- By responding promptly to a child's or parent's concerns about the school or other pupils.
- By publishing and displaying attendance statistics.
- By celebrating good and improved attendance.
- By monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to Educational Welfare Officer if the irregular attendance continues.

Responding to Non-Attendance

- On the first day of absence, if no reason for absence is received from the parent/carer by 9.30am the school will endeavour to contact them. **For safeguarding reasons it is vitally important to contact the school to inform them of the reason for your child's absence.**

- If we have not had contact from a parent/carer with a reason for absence for longer than two days, we will carry out a home visit. If this is not successful we will leave a letter at the parent/carer's address explaining our duty to report your child as missing to the police.

Punctuality

The school day starts at 8.50am, gates close at 9.00am and registers are taken by 9.05am. Pupils arriving after this time come to the school office and are signed in by their parent/carer. It is very important that your child is in school on time as lateness affects their learning and also the learning of others.

If a pupil arrives at school after the register has closed it is recorded as an unauthorised absence. Ten unauthorised sessions may result in a penalty notice being issued. In all cases a warning notice will be issued.

Changing Schools

If you decide to change your child's school you must inform us as soon as possible. A child will not be removed from our school roll until the following information has been received and investigated:-

- Confirmation that they have started at their new school.
- The address of the new school.
- The new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.

School Organisation

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:-

Headteacher, Governors and designated member of SLT with overall responsibility for attendance to:-

- Adopt the whole policy.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided.
- Initiate a scheme for contacting parents on the first day of absence.
- Ensure that key staff have timetabled periods for liaison and follow-up work with Educational Welfare Officer and appropriate access to attendance data.
- Consult and liaise closely with Educational Welfare Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay.
- To work in close collaboration with Educational Welfare Officer during their termly/half termly register analysis.
- Set whole school attendance targets.
- Monitor and evaluate attendance with Educational Welfare Officer.

Office Staff

- To oversee the registration process and ensure that registers are completed accurately and punctually.
- To liaise with Educational Welfare Officer regularly.
- To reinforce good practice at staff meetings.
- To share the Class Teacher's concerns regarding the early identification of non-engagement with the Educational Welfare Officer.

Class Teachers

- To complete registers accurately and punctually twice a day.
- To record absent children as such in the registers.
- To inform the Headteacher of concerns.
- To report concerns of persistent absence to the Headteacher as soon as possible.