



ATTENDANCE & HOME VISIT POLICY

Pattishall CE Primary School is committed to safeguarding children and takes this role extremely seriously. It is important that we know the whereabouts of all pupils during the school day.

Authorised Absence

Parents are asked to telephone or email in by 9am if a child is not able to attend school due to sickness. If a child has been sick or had an upset stomach, they should remain off school for 48 hours.

Pre-planned appointments should be requested using the form (available on the website and from the office).

Unavoidable appointments should also be requested, but will be authorised. Every effort should be made for children to be in school before and after their appointment.

Attendance

Attendance of 96% or above is deemed as 'good'. Research shows that below 96%, social and academic progress suffers. We want to work together to ensure that all children have the best possible chance; and being in school for all 190 days gives them this chance. Parents will be regularly informed of their child's attendance and every effort will be made to ensure that all children's attendance is at least 'good' or better.

Unauthorised absence

Holidays, routine appointments, school visits (if not moving house) will not be authorised by the Head Teacher. A fine may be issued if a child has more than 10 days off in an academic year (even if their attendance is historically above 96%). If a child has poor attendance and has more than 10 days off in an academic year, the Educational Welfare officer at the Local Authority will be contacted and a fine may be issued.

Non-Attendance

If a child does not arrive in school for consecutive 10 days, even if contact has been established, they will be reported as 'Missing in Education' with the Local Authority and Social Care, if the reason given is not satisfactory; as long as the child is known to be safe, a fine for non-attendance may be issued.

Non-attendance Procedure

In the event of a child not arriving at school the following procedure should be followed:

- **All numbers** on the contact list will be telephoned, in order, until contact is established and a satisfactory explanation as to the child's whereabouts is established.
- If there are no existing concerns regarding the family situation, then an email should be sent asking for contact to be made by lunchtime; and if no contact is made by this time, further phone calls should be made.
- If contact still is not made, a home visit may be made and a note left.
- If contact is still not made on the second day of absence, the police will be phoned at lunchtime.
- If there are concerns regarding the family situation a home visit may be necessary, at lunchtime on the first day of absence, to establish the location of the child.
- If the child is at the home, SLT can offer to bring the child to school if the child is well enough to attend.
- If the location of the child cannot be established following a home visit, then the police and Social Care will be called: MASH (Multi-Agency Safeguarding Hub) 0300 126 1000.

Pattishall CE Primary is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



HOME VISITS FOR FAMILIES WHO ARE JOINING RECEPTION CLASS IN SEPTEMBER

Aims:

Reception Home Visits are entirely voluntary and are carried out as part of a staggered start for reception class in September. The aim is for children to meet their teacher in a familiar environment, prior to starting school in order to put them at ease.

Before:

- An appointment will be made at your convenience
- Two members of staff will visit – the class teacher and one other
- Note down any questions you may have about your child starting school
- Please do let us know if you're unable to attend by telephoning the school office: 01327 830 301

During:

The teachers will ask the children questions about their interests and hobbies so that they are able to engage in conversation in the early days as well as plan activities to peak the children's interest.

After:

- Remind your child of their home visit
- Encourage them to make something to help them remember their teacher – perhaps something to share on the first day

We believe at Pattishall CE Primary, that home visits are an effective way to build relationships and understand our community context more fully.

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