



BROADWAY SCHOOL

ATTENDANCE POLICY

BACKGROUND:

The aim of the attendance policy is to encourage pupils to attend school regularly; subsequently they will be able to take full advantage of the educational opportunities available.

STATUTORY DUTY

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

The school is responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

IMPLEMENTATION

Broadway School:

will ensure that:

- pupils are registered accurately and efficiently
- attendance targets are set for individual pupils and year groups
- parents or guardians are contacted when reasons for absence are unknown or unauthorised
- pupil attendance and lateness is monitored regularly
- school attendance statistics are reported.

Pupils:

will be encouraged to:

- attend school regularly
- inform staff if there is a problem that may lead to absences.

Parents:

Parents or Guardians will:

- encourage good attendance
- inform the school on the first day of non-attendance
- discuss planned absences with the school in advance (e.g. family holidays, special occasions).

MONITORING, EVALUATION AND REVIEW:

The school will review this policy regularly and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school