

**Attendance Policy**

The staffs of PRISM Independent School are committed in partnerships with the parents, carers, students, Management Committee and Local Authority to having a school which serves the community commendably and of which the community is proud.

We demand the highest level of attendance from all of our students and recognise that they will only make the most of school and achieve their full potential if they attend regularly.

**Encourage Excellent Attendance**

We will encourage regular attendance in the following ways:

* By providing a caring and welcoming learning environment
* Involving students in school attendance policies and practices
* By responding promptly to any concerns about school
* By marking registers accurately and punctually
* By contacting parents/carers about absence or lateness

**Expectations**

**We expect that all of our students will:**

* Attend school regularly and punctually
* Sign in at reception if they are late
* Have received contact from home prior to a known absence
* Attend school appropriately prepared for the day
* Discuss with an appropriate adult any problems that deter them from attending school

**We expect that all parents/carers will:**

* Encourage regular and punctual school attendance and be aware of their legal responsibilities.
* Ensure that their child is prepared for the day
* Ensure that they contact school whenever their child is unable to attend, particularly on the first day of absence
* Contact the school promptly regarding any problems which might keep their child away from school

**Responsibilities**

**Management Committee**

* Ensure that Executive Head Teacher and staff are executing their responsibilities in accordance with the agreed attendance policy.

**Executive Head Teacher**

Ensure that the school does all that it can to ensure that students have excellent levels of attendance.

**Deputy Head**

* Monitors and reviews the attendance policy
* Oversee the levels of attendance and punctuality
* Ensures information is available to accountable bodies on request
* Set targets
* Monitors and evaluates attendance strategies
* Ensures that the school is kept up to date with guidance and legislation and that all statutory responsibilities are carries out.

**Site Coordinators**

* Support, monitor the levels of attendance and punctuality
* Make referrals for additional support for a young person
* Meet regularly with the Deputy Head
* Encourage students to achieve their attendance target
* Celebrate excellent and/or improved attendance
* Ensure that there is a sensitive return to school for long term absentees
* Ensure that students make up time for lateness
* Challenge absences/acknowledge letters
* Carry out home visits when necessary to improve attendance

**Administrators**

* Ensure that information is collated
* Make First Day absence calls
* Send out letters as appropriate
* Extracts information from the system as required

**Holidays**

The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. If a family holiday in term time in unavoidable, a holiday form must be completed prior to the holiday. Parents do not have the right to remove their children from school for a holiday. The executive head teacher will decide whether or not the absence should be authorised.

Parents or carers who repeatedly take their children on holiday without authorisation may be issues with a fixed penalty fine of up to £100, and face possible prosecution in court.