The Queensmill Trust

Attendance Policy

# Aims:

At The Queensmill Trust we believe in equality of opportunity and that our pupils benefit from regular school attendance in order to experience the full range of activities on offer. We feel it is important that our pupils have the continuity of a regular routine and structured environment. We therefore encourage full attendance.

# Expectations:

We expect families to ensure that children attend regularly and to let the trust know of any problems that are making this difficult.

We expect parents/carers to:

* Encourage their child to attend school every day
* Contact their school by 10am if their child is unable to attend.
* Let us know the reason for any absence
* Provide their respective school with current home, work and emergency contact numbers
* Try to arrange holidays outside of school term times Parents/carers can expect the trust to:
* Provide a good quality of care and education
* Keep accurate records of attendance and punctuality
* Contact families when pupils fail to attend without good reason
* Deal discretely with any problems
* Encourage good attendance
* Follow LEA procedures before removing a child from the trust roll.

# Promoting good attendance:

* We maintain good contact with families
* We get in touch with families on the first day of absence
* Class teachers contact families of children who are sick
* Class teachers will complete registers accurately
* The Headteacher has regular meetings with the Education Welfare Service Link Officer
* We set an attendance target each year, and share that with governors and the LEA

# Monitoring the policy:

This policy is monitored by the Headof School, Executive Headteacher and Kensington Queensmill Governing Body.

**Policy reviewed** – Summer 2023

**Reviewed by** ………………………*F Adu*……………………………………………………………….

**Date for next review** – Autumn 2025