

Attendance Policy Implementation Review - 11th January 2019

I met with David Scott and Julie Lennie to talk through the implementation of the attendance policy, version 3.0, from January 2018.

We broadly discussed attendance at the school, which is generally excellent. We looked at how attendance is monitored and what actions are taken if there are concerns. The School's Attendance Officer plays a key daily role in ensuring all pupils are accounted for. In general, most pupils follow the signing-in procedure – but some days, when buses are late for example, require more active chasing. I was happy that the system discussed met the policy and a rigorous systems was in place.

I was shown details of pupils whose attendance fell below 90 per cent and talked through how these were dealt with, including some with long term health issues. Again, I was happy that the policy was being used correctly and that problems were spotted early so that issues could be tackled by the appropriate people or authority.

I saw one of the termly reports produced by the Heads of Year which addresses individual pupil issues and I heard examples of how these pupils are helped by the Heads and the Deputy Headteacher.

We talked through the thorny issue of parents requesting to take their daughters out for a family holiday during term time. The policy is clear; that parents should not expect that the school will be able to authorise family holidays during term time. The Head considers each request, but it requires exceptional circumstances for authorized absences to be granted. Examples given were a military parent about to be posted to Afghanistan on a long tour of duty and a girl whose mother was ill overseas. Once more, I was satisfied this part of the policy was being adhered to.

Overall, I was happy with the monitoring of absence and that the system and strategies contained in the Attendance Policy are encouraging good attendance at KGGS and thank Mr Scott and Mrs Lennie for their help and time.

Mark Shardlow
Governor