



Attendance Policy

2018

Attendance Policy

As a school we aim to:

- Maintain an attendance rate of a minimum of 97%
- Make parents and pupils awareness of the importance of regular attendance

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences (by 10.00am) with a reason and saying when the child will return to school. Messages can be left on the answer phone or via Email.
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences by a phone call on the first day of absence
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and the Home-School agreement
- Publish our attendance rate in the school brochure and newsletter
- Acknowledge and record good attendance
- Publish your child's attendance rate on his/her annual reports
- Let you know if we have concerns regarding your child's absence
- Raise concerns where there is a poor attendance for whatever reason.

Authorised Absence

Some absences are known as "authorised absence". For example: if a child is ill, family bereavement, religious observance.

The school may require evidence on such occasions. Absences are authorised at the discretion of the school. Such absences may be those due to hospital/medical appointments, illness. Evidence of reasons for absence will be requested by the school

To help your child please aim to organise appointments out of school time.

To maintain full attendance a pupil falling below 90% are considered a PA. Pupils below 90% attendance may be referred to the LA AWS service and legal action taken.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absences are:

- Waiting for a delivery
- Going for a family day out
- Sleeping in after a late night
- Going shopping or going for a haircut
- Because it is your child’s birthday
- Unapproved holidays
- Where there is no explanation for the absence or where the explanation for the absence is considered unsatisfactorily

Ongoing Unauthorised Absences have to be reported to the Local Authority. The school Attendance and Welfare Service may contact you and consider talking legal action against you if your child has unauthorised absences or poor attendance.

Punctuality

- Morning registration is at 9.00. This is the time your child must be in the classroom.
- It is important to be on time as the first few minutes of the school day are often used to give instructions to organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents. A late code will be given (L)
- Arrival after the close of registration may be marked as unauthorised absence in line with the DfES guidelines. This code is considered as an unauthorised absence (U) and may result in legal action being taken against parents/carers.
- We will let you know if we have concerns about your child’s punctuality.

Term Time Leave of Absence

We are always concerned about the amount of school time pupil’s miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the Head teacher in accordance with the School policy as agreed by the board of governors.

It is our policy:

- That only in exceptional circumstances will leave of absence be authorised whether for holidays or any other reason. Leave of absence will only be granted where the Head teacher considers it due to exceptional circumstances, taking into account the nature of the event for which leave is sought, the frequency of the request, whether the parent gave advance notice, the pupil’s attainment, attendance and ability to catch up on missed schooling
- Parents wishing to apply for leave of absence need to fill in an application form in advance. Please ask the school office for a form; the head teacher will consider your request and advise you of his decision. (Possibly asking to meet with you to discuss). Further time than allowed will be unauthorised. You may be asked to show proof of travel in booked aeroplane tickets.
- Leave of absence taken without authorisation may be referred to the Attendance and Welfare Service. This may result in prosecution proceedings, or a Penalty notice. This fine is per child per adult
- Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A good understanding of the work can only take place when the pupil is in the classroom.

Leavers

If your child is leaving other than at the end of year 6 to go to Secondary school, parents are asked to

- Give the school full information about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known and reasons for moving.
- Confirm the school has your current mobile phone number
- Take our school's compliments slip so the new school can easily contact us and records be transferred
- Let us know when you move.

Absence due to sickness

The school regularly monitors pupils attendance. This is to ensure that all pupils are fully assessing the curriculum. Where registers indicate a pupil has a high level of absences due to illness, either on a consistence basis or through broken weeks.

- The school may not authorised these absences
- The school may request that medical evidence is given for each absence
- The school may request your consent to contact your GP for advise and support.
- May be referred to our School Nurse

Children Missing in Education

When pupils leave and you have not given us the above information, and we cannot contact you, then your child is considered to be a **CHILD MISSING IN EDUCATION**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children Missing in Education worker (part of the Children's services, formerly Social Services), the police and other agencies to try and track and locate your child. By giving us the above information, unnecessary investigations can be avoided.

Governors

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The schools attendance figures are presented to the Governing Body on a termly basis.

We value your support in helping us to maintain very high standards,

All schools work within the 1996 , Education Act Section 444 which states ' if a child of compulsory school age who is registered pupil at the school fails to attend regularly at the school, parents are guilty of an offence'.