



Attendance Policy 2014

This policy reflects the vision and aims of our school by:

- Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum and are therefore able to reach their full potential. Valuable learning time is lost when children are absent or late.

The school recognises that young children are not responsible for their attendance and seldom stay away from home without parental consent.

**It is the legal duty of the parent or carer to ensure that children attend school regularly and on time.
Every child has an entitlement to an education.**

Children are a valued member of our school team. They are encouraged to take responsibility for their own actions, to promote Christian values, show self-discipline and respect for others. In order for children to feel part of the school it is essential that they attend regularly. Positive attitudes towards excellent attendance need to be developed at an early age.

Children are registered twice daily as a formal start to the morning and afternoon sessions and this serves as an introduction to the lesson.

We expect that children will:

- Attend school every day, unless there is an recognised reason for absence.
- Be in school in time for the morning registration so that there is a calm start to the day and no learning experiences are lost.
- Ensure that they are prepared for the day ahead.
- Talk to a trusted adult if they have any concerns about their attendance.

Parents and carers will support the children in ensuring they can achieve all of the above as well as:

- Informing school of any absence, either in advance for appointments or on the morning of the absence before registration takes place.
- Inform the school of any change in home circumstance which may affect the behaviour and learning of their child.
- Notify the school immediately of any changes to contact details.

Class teachers will help by:

- Following the correct procedure and codes when completing the register.
- Monitoring pupil attendance, punctuality, behaviour and attainment.
- Following school procedures when a child is absent.
- Welcome children back to school after any absence.
- Liaising with parents about initial concerns.
- Reporting any significant attendance concerns to the head teacher.
- Positively encouraging excellent attendance and punctuality.



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Governors will support the school by:

- Monitoring both the attendance data and the strategies employed by the school.
- Requesting information about attendance.

The School day:

Registration:

The school uses Integris G2 software to complete pupil registration. These are completed by the class teacher. It is essential that these documents be accurate and consistent as they could be required by a court of law. All children must either have a present mark or have an authorised or unauthorised absence mark.

Nursery:

Morning session: 8.30am – 11.30am

Afternoon session: 12.15 – 3.15pm

Please note that even though Nursery is non statutory it is essential that children attend all sessions so that they can reach their full potential.

Reception to Year 6:

Morning session: 8.45 – 12.00

Afternoon session: 12.00 – 3.00pm

Please note that the doors open at 8.40am so that all pupils can be in class for registration which takes place at 8.45am. The doors will be closed at 8.45am.

Late attendance:

If a child arrives in school from 8.50am they must be taken to the school office by an adult and signed in. The child will be registered with a late mark and the reason for the late arrival will be logged. The child will then be escorted to the classroom.

Registration will officially close at 9.15am. If a child arrives after this time an unauthorised absence will be recorded.

The school is only able to authorise absences for the following reasons:

- Medical appointments for the pupil (although attempts should be made to have appointments out of school hours in the first instance)
- Genuine illness of the pupil
- Religious observance
- Attending a funeral
- Exclusion (if a child has been officially excluded from school)
- External examinations

Any other exceptional circumstances would need to be requested in writing to the Head teacher and will be considered on an individual basis.



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Examples of unauthorised absences could include:

- Shopping trip
- Day trip
- A birthday treat
- Oversleeping
- Looking after other children / other family members
- Appointments for other family members

Absence with prior knowledge:

- If there is prior knowledge of a child's absence the parent / carer should inform the school in advance by writing a letter stating the reason for the absence and any arrangements that will be required (eg picking a child up early or arriving late).
- All children should be collected from school at the main office and dropped off there if required. They must be signed out and in.
- No child will be allowed to leave the school without prior permission from the school. If this happens the parents or carers will be contacted. If school cannot make contact with the family then the child may need to be reported to the police as a missing person.

Absence due to illness:

Please contact the school on the morning of the child's absence, preferably before 8.45am. This must be done on each day of the child's absence. If school is not aware of the reason for a child's absence by 9.30am contact will be made from the school office.

We care greatly about the children in our care. Therefore it is essential that school is aware of the location of each child on a school day.

Persistent Absences:

- Absences are monitored daily. If a child's absence falls below 90%, the Attendance and Pupil Support Officer will become involved.
- A meeting will take place between school and the parents / carers.
- If there is no improvement in school attendance there may be a final meeting with Head Teacher and Attendance & Pupil Support Officer to explain the seriousness of continued absences and the legal consequences.
- Unauthorised absence will result in a referral to the Attendance & Pupil Support Service.
- Leave of absence will only be authorised in the most exceptional circumstances. Applications must be made in writing to the Head teacher providing full details and evidence where appropriate.
- The Head teacher will write back to the parents/carers giving reasons for the decision and explaining how the absence will be marked in the register. A copy of the letter will be kept in the child's file.
- If a holiday is taken without authorisation the school will inform the Attendance and Pupil Support Service, and school may request a penalty notice to be issued. This amounts to £60 for each parent for each pupil going on the holiday. If payment is made after 21 days of the notice being issued then this increases to £120. If payment is not received within 28 days then the case is referred to the magistrate's court.



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Penalty Notices for Unauthorised Holidays

- The *Education (Penalty Notices) Regulations 2007* set out the details of how the penalty notice scheme must operate, and that all Penalty Notices must be issued in accordance with the Local Code of Conduct.

Delayed return from holiday:

- If a child does not return from a holiday on the expected day, the school will investigate.
- The absence will be recorded as 'family holiday not agreed' or 'days in excess of agreement.'
- School will only remove pupils from the register if they fail to return within 10 days of the expected date.

Rewards:

Any pupil who has 100% attendance for the term will receive a certificate presented in assembly.

Communication:

- All families will be issued with an attendance guide for parents and carers to include the contents of this policy.
- Families are asked to ensure school always has the most up to date contact information.
- Families are asked to share any worries they may have which may have an impact on their child's attendance.
- Parents and carers are asked to let school know when their child is absent before 9.30am.

Further guidance can be found at:

- In 2013, the DfE issued revised *Advice on School Attendance* (which can be found at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/f00221879/advice-on-schoolattendance>) and amended the *Pupil Registration Regulations 2006*.
- The amendments to the 2006 regulations came into force on 1st September 2013

This policy sets out the procedures in place to ensure the school fulfils its responsibilities regarding pupil attendance. Our procedures are inclusive and apply to all pupils regardless of age, aptitude, race, culture, gender or ability.

The school regards the regular attendance of all its pupils as being of the utmost importance. The need for both parents and pupils to be aware of this and support us is vital.

Date the Policy approved by the Governing Body

Review date: September 2015