



Policy on Attendance

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

2.1 Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

- It is a parent's responsibility to inform school of their child's absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register; this information will be collated by the TAC team.

The 10 point Plan will be implemented, if no communication has been received as to child's absence,

1. Register checked,
2. Late book checked,
3. Text message will be sent to parents,
4. Telephone call will be made if there is still no reason received,
5. A home visit will then be arranged.

If a child is absent for more than two days, parents are asked to provide supporting evidence of action i.e. Medication with child's name on the label or doctors/Dentist appointment card. In case of a child who is a persistent absentee proof may be required on day one of absence.

Further action will be taken if the child has not returned to school.

Letter Home and hand delivered - to ensure parents receive concerns regarding attendance.

6. Home visit.
 7. Educational Welfare Officer - contacted for advice.
 8. Parent interview
 9. Referral to Educational Social Worker.
- 3.2 A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment. Parents are expected to inform school of any medical appointments before the appointment. Children are expected in school before or after the appointment as these usually last approximately 30 minutes. Children should not be absent for a whole day for appointments unless they are unwell.

4 Requests for leave of absence

4.1 There is no authorisation for leave of absence or extended leave. Parents are to meet with TAC Manager to discuss Exceptional Circumstances for which leave is requested. This Meeting is to be recorded on Exceptional Circumstances Request form, signed and a copy given to parents. All parents will be given a copy of the new regulations 2103. Parents have the right to discuss this matter with a member of SLT if they feel a further meeting is required. Requests received for children in year 2 and 6 will not be granted as these are Statutory Assessment Tests (SATs).

5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over 3 days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Rewards for good attendance

- 7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special certificates for any child who has 100 per cent attendance for a whole year.

8 Attendance targets

- 8.1 The school sets attendance targets each year. These are agreed by the senior staff and governors. These targets are also in the school improvement plan. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

9 Monitoring and review

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the school prospectus also available on the schools website and in the newsletter.

- 9.4 Class teachers will be responsible for monitoring attendance in their class and supported by a TAC Team member linked to each phase, who will follow up absences in the appropriate way (10 point plan). If there is concern about a child's absence, they will contact the TAC office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the TAC Manager, who will contact the parents or guardians.
- 9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.