



Attendance Policy

Date Policy Adopted: November 2016

	Date of Next Review	Signed
Head teacher/SLT	November 2017	
Governors	Curriculum and Standards	

Responsible People:

Head Teacher,
Class Teachers,
Admin

Policy developed to ensure:

1. The wellbeing and safety of pupils within the school.
2. That pupils are able to take full advantage of the educational opportunities available to them.
3. That the amount of time that pupils are not in school for whatever reason is monitored.

Intentions

- Our school will actively promote and encourage 100% attendance for all pupils
- To monitor regular lateness and work with parents to reduce this.
- To monitor regular or extended absence and take steps to resolve this.
- To work with Educational Welfare Officer (EWO) to ensure no child is absent without school being aware of the reason.
- To ensure that discretionary power to grant leave for annual family holiday during term time is used in a limited way and frequent requests are referred to EWO.
- To use the School Information Management System to analyse and monitor pupils patterns of absence and work with parents to rectify excessive/unnecessary patterns.

Aims and Objectives

To ensure pupils take full advantage of time available to attend school. To ensure the well-being and safety of pupils.

To monitor the amount of times pupils are not in school for whatever reason. To set targets for attendance.

Principles of Teaching and Learning

The school will endeavour to reduce the disruption to a pupil's education through avoidable absence and will endeavour to encourage an attitude within pupils that will not accept lateness or avoidable time off from school.

Equal Access and Outcome

All pupils will be dealt with in exactly the same manner.

Concessions will be made for pupils with severe physical disabilities or illnesses which require additional time for administration of medication, etc.

Health and Safety

Parents or Carers should contact the school office in some way, before 9.00 am on the first day of absence, if their child is to be absent for any reason unknown to the school.

Implementation

The school will:

- ensure that all staff are aware of the registration procedures and be kept up to date on new legislation
- complete registers accurately at the beginning of each morning and during the afternoon session.

- **stress to parents/carers the importance of contacting staff early on the first day of absence.**
- ensure regular evaluation of attendance procedures by senior managers and the school governors.

The policy will be implemented from September 2016. Parents will be able to access this policy on our website.

Continuity and progression

The policy will be updated in line with any changes in legal requirements.

Resourcing

The provision of lateness notes/absence letters and cost of postage will be met from the School Budget.

Reporting

A termly report will be provided at the full governors indicating levels of attendance (authorised and unauthorised).

All absences will be reported to the Educational Welfare Officer on their half termly visit to school.

Registration and Absence Procedures

CLOSING OF REGISTERS

The school doors open at 8.00 am for breakfast club and registration takes place between 8.50 am and 9.00 am again at 1.00 pm. Pupils arriving before 9.20am will be classed as late and will be issued with an L on the register. Pupils arriving after 9.20 am will be issued with a U (Late after registration closes).

Where possible all medical/dental appointments should be made outside of the school day. However, if this is impossible, and a child is late due to a medical/dental appointment, a letter must be sent to school confirming this.

The lateness will then be classed as a 'medical' absence and therefore 'authorised'. **If no appointment letter is received the lateness will be classed as an 'unauthorised' absence.**

REPORTING ABSENCES

It is a parent's responsibility to inform school of the reasons for a child's absence before 9.00 am on the first day and to provide such further information as required.

The process indicates a phone call or contact on the first day of absence, followed by a letter of confirmation on the child's return to school. We will telephone or send letter requesting information if an explanation has not been received.

We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

HOLIDAYS

As of 1 September 2013 there has been a change in the School Attendance Regulations. Where there used to be the option for headteachers to grant leave of absence for the purpose of a family holiday during the term time in 'special circumstances' this has been removed.

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

Whilst it is recognised that there are exceptional circumstances when leave during the term

may be requested, parents are asked to carefully consider the effects upon their children with respect to learning and relationships. If leave of absence is to be requested parents must complete an application form in advance. The following points will be considered prior to authorising the request:

- The child's previous attendance history
- The age of the child
- The child's stage of education
- The time of year (SATS, exams etc)
- The nature of the absence (exceptional circumstances)

Leave of absence cannot be granted retrospectively. If a request has been refused by the head teacher and the parents proceed with the absence, this will be recorded as unauthorised and the Education Welfare Service will be informed. In such circumstances the Local Authority may serve a Fixed Penalty Notice.

ACTION ON REPEATED ABSENCE

Where a child is persistently late or absent, and the Head Teacher has been informed, the following steps will be taken:

- A letter will be sent to the home informing the parents and asking for clarification
- If lateness persists then the parents will be contacted by the Educational Welfare Officer