

ATTENDANCE POLICY

1. Statement of Intent

The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

2. Parents' Responsibilities

- (i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- (ii) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, by letter or in person.
- (iii) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- (iv) Parents should ensure that their child arrives at school in time for the start of registration (8.45 am in Key Stage 1 and 8.40am in Key Stage 2). If a child arrives after these times his/her parent should report directly to the school office.
- (v) Parents should avoid booking family holidays during term-time. If this is absolutely unavoidable, they should arrange to meet with the Headteacher at least three weeks in advance of the period for which leave is to be requested. Leave will only be granted in exceptional circumstances which are defined in Local Authority guidance to parents as "a one-off, unique situation". Parents will also be made aware that "should the child's average attendance be below 95%, it is highly unlikely that the Headteacher will agree to authorise any further absence" (quote from Local Authority guidance).

3. School Responsibilities

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- (ii) Registers will be called twice daily (at 8.45am and at 1.00pm). Registers will close in the morning at 9.00am in Key Stage 1 and 8.55 am in Key Stage 2. In the afternoon, registers will close at 1.05pm. Any child arriving after the closing of the register will be recorded as 'late' for that session and that is an unauthorised absence. Similarly, children arriving for the morning session late before the register is closed (between 8.55am and 9.00am in Key Stage 1 and 8.50am and 8.55am in Key Stage 2) will be marked as "late before the register closes". This counts as a "present" mark but it is important for the school, as the school is expected to monitor patterns of lateness, even before the registers close, and respond to them as necessary.
- (iii) Teachers will complete registers in accordance with the guidance contained in the staff handbook. The registers will be monitored regularly in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.
- (iv) Should a class teacher have particular concerns about an individual child's attendance or punctuality he/ she will speak to either Deputy Head Teachers or the Head Teacher.
- (v) Should a child be absent the class teacher will enter the appropriate code in the register. Should no explanation be received from the child's parent admin will endeavour to make contact with the parent. Should this prove impossible a member from the admin team will refer the matter to the Headteacher.
- (vi) All absence notes from parents should be dated and initialled by the class teacher and stored neatly in the register. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the headteacher (who may then choose to speak to the parents concerned).
- (vii) The Deputy Head Teachers or Headteacher will regularly collect attendance data and will use this data during meetings with the school's Education Welfare Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO.
- (viii) The school will employ a number of strategies to promote regular, punctual attendance:

- the headteacher and class teachers will communicate regularly with parents on attendance matters;
- appropriate personal encouragement or congratulation will be offered to individual children;
- clear attendance information will be entered in the school brochure;
- LEA parents leaflets will be sent to all new parents.
- class awards each term / parents informed via school newsletters

4. This attendance policy will be reviewed in May 2009