

ATTENDANCE POLICY

Policy name	Attendance Policy
Frequency of review	Bi-annual
Governor lead	Matthew Millington
Lead member of staff	Jonathan Wanless
Reviewed on	March 2020
Reviewed by	Governing Board
Next review	March 2022

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.

PARENTS’ RESPONSIBILITIES

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness and 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.
- 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.
- Parents should ensure that their child arrives at school in time for the start of registration 8.55am. If a child arrives after 8.55am his/her parent should report directly to the school office.
- Parents should avoid booking family holidays during term-time. If this is unavoidable they should arrange to discuss the matter with the school and complete a leave of absence form available from the school office. Permission for such absences is not given automatically and unauthorised absences may be referred to the Local Authority and result in a fixed penalty notice.
 - No holidays are authorised without exceptional circumstances.
 - Penalty notices are issued for absences over 10 sessions (5 school days) in one academic year.

SCHOOL RESPONSIBILITIES

- 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.
- Registers will be called twice daily (at 8.55 and at 1.15), Registers will close at 9.30 and at 1.30. Any child arriving between 8.55 and 9.30am will be recorded in the late arrivals book and recorded as late in the register (L). Pupils arriving after 9.30am will be recorded as “late after register closes”, unauthorised absence, (U).
- Teachers will complete registers in accordance with the guidance contained in the staff handbook. Office staff will alert the headteacher of any attendance discrepancies.
- Should a class teacher have particular concerns about an individual child’s attendance or punctuality, a note to the headteacher should be left in the class register. The class teacher may also wish to speak to the headteacher.
- 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 the office staff will endeavour to make contact with the parent. Should this prove impossible the matter will be referred to the headteacher, who may decide to make a home visit.

- 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 the parents concerned).
- The headteacher will regularly collect and analyse attendance data and may use this data during meetings with the school governors.
- 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 and classes.

Persistent absence / lateness

Persistent absence is defined as missing 10% of sessions or more (i.e. less than 90% attendance).

In this case:

1. Parents will receive a letter alerting them to this fact and offering support.
2. Attendance will be monitored for signs of improvement.
3. Continued absences will result in further correspondence that could lead to legal action for none attendance.

Signed:

Date: