

Attendance Policy

Rationale

Parents/carers are responsible for ensuring that children attend punctually on every day that the school is open and that they stay at school throughout the day. It is the responsibility of the school to support attendance and to take seriously problems that lead to non-attendance.

Aims

- To work in partnership with parents/carers to ensure regular and punctual school attendance.
- To be aware of and to respond quickly to any problems relating to school attendance.
- To help fulfil our school aim of providing the best education and care for all our children.

Guidelines:

- Registers should be completed on Sims at the start of every morning and afternoon session.
- Registers must be kept accurately.
- Supply teachers/other teachers in a class should be made aware of, and follow, the same procedures.
- Registration closes at 8.55am and 1.15pm.
- The School Administration Staff check the completed register and provide data on the numbers of authorised and unauthorised absences.

Lateness

- Late arrival is disruptive to the pupil's learning, and unfair to teaching staff and other pupils in the class.
- No children should be on school property before 8.30am unless with a parent. The school takes no responsibility for children on the premises before that time. Children remain in the playground until 8.45am at which point they proceed with their teacher to their classrooms so that their first lesson can begin immediately after registration has been completed.
- Any unaccompanied KS2 children in the school between 8.30 and 8.45am are the responsibility of the school. All KS1 children are expected to be accompanied by their parents until their teacher collects them at 8.45am.
- Any child who arrives after registration has been completed must sign in the late book at the school office. This allows late attendance to be monitored and in case of emergency evacuation of the school.
- Any child arriving at school between 9am and 9.30am will be marked as late.
- Any child arriving after 9.30am is marked as absent for the whole session with unauthorised absence.
- Parents will be contacted where a pupil is persistently late at the beginning of school learning sessions to discuss reasons and to explain the importance of punctuality for the individual and the class.

Absence

- The School Admin Staff note telephoned reasons for absence on the register.
- The register sheet should be amended straight away.
- The school does not have to accept the explanation offered by parents/carers as a valid reason for absence. If a member of staff has concerns, the deputy head must be informed straight away.
- If a message explaining absence is not received, every effort will be made to text the parent/carers to confirm that the absence is genuine. This will be recorded in the absence book if this is unsuccessful. A letter is sent home with the child on their return to be completed by the parent/carer.
- If parents/carers need to take children out of school during the day the child/parent/carer must go to the school office and have the details entered into the book provided for this purpose.

Holidays and leave of absence

- Holidays requests will be unauthorised.
- Other leave of absence requests must be made in advance by completing the correct form, which is available from the school office. Leave of absence requests will be considered taking into account current regulations and Department of Education advice.
- If leave of absence is taken without consultation and school authorisation, then the absence by definition is unauthorised. *This could result in issuing a 'Fixed Penalty Notice' to the parents/carers which means a fine will be imposed.*

Education Welfare Officer (EWO)

- The Education Welfare Officer (EWO) has access to the attendance records for all pupils and will take appropriate action.
- The Headteacher and administration staff will liaise with the EWO about any concerns.
- Where a child has less than 85 per cent attendance or eight absences within a ten week period, consideration will be given to the issue of a referral to EWS for an appointment of an EWO monitoring.

Rewards

- Certificates to be given out at end of year assembly for pupils with 100 per cent attendance.
- Class with the best weekly attendance keep the school mascot BOT the Badger.

Next review: July 2019