



# Carlton Miniott Primary Academy Attendance Policy

## **Rational**

Promoting regular attendance is part of creating an effective school which is committed to raising the levels of achievement of all its pupils. For children to gain maximum benefit from school regular attendance is vital. Registered pupils are required by law to be in school and to attend regularly.

## **Parental/Carer Responsibility**

To ensure that children:

- ❖ attend school regularly
- ❖ arrive at school **on time**, properly attired and in a condition to learn

To inform school of:

- ❖ **the reason for a child's absence on the first day of absence by telephoning the school office** (please see section below referring to holiday absences)
- ❖ the nature of any illness and expected return date ( when this can be predicted )

To provide:

- ❖ a notification of absence note giving reason for absence even if personal contact or a telephone call has been made

When possible:

- ❖ arrange for medical/dental appointments to take place out of school hours.

## **Communication**

Parents/carers must complete a Leave of Absence Form, obtainable from the school office, when in exceptional circumstances children are required to have a leave of absence from school. This must be returned to school as far in advance of the holiday as possible and at least six weeks before the first date of the period of leave requested.

Exceptional circumstance include:

- Service personnel returning from active deployment
- Where inflexibility of the parents leave or working arrangement is part of the organisational or company policy
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems
- When a family needs to spend time together to support each other during or after a crisis

**Please note that leave of absence can not be granted retrospectively**

## **Authorised absences**

Schools have the responsibility to authorise absences, they are not obliged to accept parental notes if they are not happy with the explanation in relation to school attendance. Schools only can authorise absence.

***Absences will only be authorised if they are judged to be unavoidable.***

## **Unauthorised absences**

Absences will be classed as unauthorised if:

- no note or telephone explanation is received to explain an absence
- Where a leave of absence request has not been granted

Shopping, birthday treats, hairdressing visits, looking after younger brothers or sisters are examples of absences which will not be authorised.

Persistent unauthorised absence will be reported to the Prevent Team.

### **Lateness**

If a child is late after the registration period (9.30am) this will be classed as an unauthorised absence unless an acceptable reason is given (bad weather or transport difficulties).

### **Staff Responsibilities**

Registers will be marked at the beginning of each morning and afternoon session on Scolar Pack.

Parental notes will be kept in the back of the register in an envelope

The Headteacher will be consulted if there is any doubt about the reason for an absence or whether an absence should be authorised; also if too many absences are being accounted for by parental notes.

Where a pupil is present for registration but then has to attend an appointment, or is absent and returns part way through a session, this must be recorded at the office for purposes of emergency evacuation.

### **Working Together**

When problems arise the school will always take an approach based on co-operation with parents and work closely with the Prevent Team.

### **Monitoring of absences**

**All school absences (both authorised and unauthorised) are monitored by the DfE and OFSTED and statistics are produced annually for each school nationally.**

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