



## ATTENDANCE A STATEMENT OF POLICY

### Rationale:

Regular attendance at school is essential to promote the education of all pupils. The School's ethos demonstrates that children feel that their presence in school is important, that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the policy.

Parents are legally responsible for ensuring their child is registered with a school and receives a full-time education. Research shows that there is a close correlation between a child's attendance at school and the progress that the child makes academically. In addition, children who attend school regularly benefit socially as they learn the skills of making and keeping friends.

It is also vital that children arrive on time for school as lateness can be very disruptive for the child, the teacher and other children in the class and can set in motion patterns that will remain with the child for life.

### Aims:

- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely and make full use of the support from the wider community.

### Principles:

- To make best progress, children should attend school at all times unless the following circumstances apply:
  - Illness
  - Medical appointments, although these should be arranged where possible for school holidays, at weekends or after school hours.
  - Bereavement
  - Exclusion
- Holidays should not be taken in term time unless there are exceptional circumstances.
- Attendance should be at or above 96% for each child: this means that they will have less than 10 days absence from school in a year.
- Parents should ensure that their children are able to arrive punctually at school each day.
- Support should always be offered to families where attendance, including punctuality, is an issue.

## **Procedures and Rewards:**

Strategies to raise awareness and promote good attendance

- Children who achieve 100% attendance are presented with a certificate at the end of each half term.
- Children who achieve 100% attendance at the end of the year are presented with an attendance prize.
- Good and improved attendance is rewarded in a tangible way with positive comments and certificates.
- A cup is awarded to the class with the highest attendance each month.

## **Authorised and Unauthorised Absences:**

- All possible support will be given to parents/carers to help ensure that their child does attend school regularly through discussion with class teachers, Head Teacher; information leaflets and involvement with Education Welfare Officers (EWO).
- No more than a total of 10 school days may be authorised in the school year for an individual pupil's absence for holidays. These 10 days may only be authorised at the discretion of the Head Teacher and may not be authorised where further absence will cause the child's attendance to fall below 96% (which means the child will have been absent from school for up to 2 weeks in the school year) even where previous absence may be for medical reasons. Where there are frequent absences for medical reasons a doctor's note may be requested and the EWO involved.
- Where a pupil's attendance falls below 90% (4 weeks absence), which is the Government's minimum expectation of attendance, a letter will be sent to parents/carers to inform them that the EWO will be monitoring their child's attendance with the expectation that attendance will improve. If attendance does not improve the EWO will become actively involved, with a possible legal consequence.
- School starts at 8.40am. Pupils who are not present will be marked late and their name entered in a Late Book. This book will be monitored by the EWO who will become more actively involved if the lateness continues. If a pupil is regularly late their lateness will be marked as an unauthorised absence. Pupils, who arrive at school later than 9.10am and whose parents have not notified the school of the reason for their child's lateness, will be automatically marked as an unauthorised absence.
- Where Office Staff are not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence.

## **Illness:**

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and where possible on each subsequent day of absence. Parents/carers should provide a written explanation on their child's return to school.
- If any member of staff is concerned about a reason for absence the Head Teacher should be informed.

## **Medical or Dental Appointments:**

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Parents/carers are encouraged to make all medical appointments out of school hours.

## Holidays during Term Time:

The school may consider approving a request for pupils provided the following conditions are met:

- The child's attendance maintains 96% and above throughout the school year.
- The child's attendance history for previous years has attained 96% or above.
- The period of absence does not include any internal or external examinations.
- That no more than 10 days holiday has been requested in one academic year.
- There are exceptional reasons as to why a holiday cannot be taken in normal holiday time.

If the holiday absence is not authorised and the holiday is taken any way, the case will be referred to the Education Welfare Service.

Applications to take a holiday or an occasional special day during term time will be considered on an individual basis and should be applied for using the holiday application form obtained from the school office.

## Other Absence:

Other absence from school will be considered on an individual basis.

## Reporting to Parents and Governors:

All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

In order to give parents/carers a benchmark to their child's attendance to other children in the school and nationally the following grades will be used :

|             |                |
|-------------|----------------|
| 100%        | Excellent      |
| 98% - 99.9% | Very Good      |
| 94% - 97.9% | Good           |
| 90% - 93.9% | Satisfactory   |
| Under 90%   | Unsatisfactory |