

# **St. Edwards Church of England Primary School**

## **Attendance Policy**

### **Rationale:**

St. Edwards CE Primary School promotes the view that regular attendance is vital to ensure the best possible learning outcomes for all children. Research is now showing that children who have excessive absence whilst at primary school will not have the skills to gain the required levels at GCSE. We feel the whole school community takes responsibility for attendance.

### **Aims of this Policy:**

- For pupils to have good attendance at school
- For school to meet or exceed the National Average for attendance (Current National Average for authorised attendance is 96.7%)
- For pupils to be punctual to school
- To raise awareness of the importance of good attendance and its link to achievement later in life.
- To promote children's welfare and safeguarding

### **Authorised Absence:**

Children need to attend school every day. Parents and carers are asked to contact the school office by telephone (01332 810231) or in person if their child will be absent from school for any of the following authorised absences:

Sickness

Hospital, doctors or dental appointments - If possible, medical appointments should be arranged outside the school day. If this is not possible then it is expected that pupils only miss part of the school day. The school do need to have a copy of the appointment letter or appointment card. (The school will copy this with permission from parents)

External exams – eg. dance or music

### **Unauthorised Absence**

If no reason for absence is given, then the child's absence will be recorded as unauthorised. These will be followed up by the headteacher and if needed, a referral to the school educational welfare officer will be made.

### **Leave of absence from school including Holidays and Extended Trips Overseas:**

Amendments to Regulation 7 of the Education (Pupil Registration) Regulations 2006 make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Each application for leave will be judged on an individual basis, taking into account the exceptional circumstances given.

You should also be aware that if you take your child on holiday in term time without the authorisation of the headteacher you may be referred to the LA and issued with a Penalty Notice from the Local Authority.

## **School Response to Absence**

If the parent/carer informs the school of a child's absence, but the child continues to be absent for more than 1 week, then an update check will be made by the school. It is the responsibility of the parent/carer to keep the school informed of prolonged absence due to sickness.

Continuous unauthorised absence of a pupil will be highlighted to the headteacher and a meeting will be organised with the parents/carers of the child to discuss the situation. The reasons for absence must be justified by the parent/carer or the absence will remain unauthorised.

Any unauthorised absence is now reported on a regular basis to the Local Authority under the Anti-Social Behaviour Act 2003. The Local Authority may issue a Penalty Notice to parents/carers of pupils who have unauthorised absence.

## **Lateness**

School opens at 8.40 am and the gates are closed at 8.55 am. Register is taken at 8:55am and is closed at 9am. Any child arriving after the register has closed will be classed as late, unless the school have been informed in advance of a late arrival. Should a child arrive after 9:30am without a valid reason, then this will be recorded as an unauthorised absence for the morning. Lateness is monitored on a regular basis and where children have persistent lateness, the headteacher will invite the parents/carers into school for an informal meeting.

## **Monitoring and Evaluation:**

Registers of all classes are kept and monitored by the school office daily. Monitoring of attendance includes any children who are regularly late. Attendance figures are analysed regularly by the school and included in the headteacher's report to the Governors, with any persistent problems highlighted to the achievement committee. The school will meet and liaise with parents to ensure targets are met. All practices will be reviewed annually.



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Please note under the government's new guide lines it is at the Head's discretion as to whether this request is accepted or declined.

If granted and your child does not return to school on the stated date the school can remove your child off the school roll and you will be required to make a new application to the Local Authority for a school place.

Parents taking their child out of school where the request has been declined leave themselves at risk of a Penalty notice and/or Prosecution

Parents Signature ..... Date.....

Accepted      DATE .....

Declined      DATE.....

Headteacher .....