

Road Primary School

Attendance Policy

1 Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.

When the child returns to school, a note should be brought from a parent or guardian to explain the absence.

A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or carer, in order to check on the safety of the child.

Reviewed and agreed by Governors: September 2009

Next review September 2011

To be reviewed biennially

Staff responsible Headteacher

If a child's attendance falls below 90% the Headteacher will write to the parents, enclosing a copy of the Attendance Escalation Chart, requesting a meeting to discuss how the school can work with the family to improve the child's attendance.

4 Requests for leave of absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event.

Holidays should not be taken during term time. Ten days may be authorised in one academic year by the Governing Body, exercised through the Headteacher and therefore is not an automatic entitlement. If parents would like to request leave of absence for a holiday they must write to the Headteacher, explaining the special circumstances that make this necessary. Holidays may only be authorised where the child's attendance in the previous 12 months has exceeded 95% (less than 10 days of absence from school across the year).

5 Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or carers will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the Education Welfare Office.

The governors, supported by the LA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

6 Registration

There is no school supervision until 8.45am. The whistle is blown just before 8.55am so that school can start promptly. When the weather is inclement, children go directly into class.

The register is marked following the guidelines inside the front cover (no pencil or tippex is to be used). Registers are sent to the office by 9.00am and 1.20pm. Children are officially late once the register has been taken.

7 Rewards for good attendance

Children with 100% attendance will be awarded with certificates each term. Children will be awarded certificates for 100% attendance for the whole year.

8 Attendance targets

The school sets attendance targets each year. These are agreed by the Headteacher, School Improvement Partner and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years.

9 Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

Reviewed and agreed by Governors: September 2009

Next review September 2011

To be reviewed biennially

Staff responsible Headteacher

The school will keep accurate attendance records on file for a minimum period of three years.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardians.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

Reviewed and agreed by Governors: September 2009
Next review September 2011
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Staff responsible Headteacher