

# Haslingfield Endowed Primary School

## Attendance Policy (V6)

### 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 also make the best provision we can for those children who, due to ill health, are prevented from coming to School.

Under the Education (Pupil Registration) Regulations 2006, 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 the absence was authorised or unauthorised.

### 2. Arrival and registration

All children should arrive at School by 8.55 a.m. each day. The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 9.00 a.m. If a child arrives after the registration period, he/she will be marked as **late**. The afternoon register is taken at 1.15 p.m. for pupils in Reception, Key Stage 1 and Key Stage 2.

It is essential that children arriving and leaving School with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.

### 3. Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside School hours. If it is necessary for a child to be out of School for this reason, the child should be returned to School directly after the appointment.

The School Office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.

## 4. Definitions

### 4.1 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 and the parent writes a note or emails or telephones the School to explain the absence).
- Only the School can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents 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 authorised.

### 4.2 Unauthorised Absence

An absence is classified as unauthorised when a child is away from School without the permission of the Head teacher.

## 5. If a child is absent

When a child is absent, the class teacher will record the absence in the register. The School Office will endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.

Parents are, however, expected to email or telephone the School by 9.00 a.m. on the morning of the day of absence to inform the School that their child will be absent. They are asked to state a reason.

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 guardian, in order to check on the safety of the child.

## 6. The Education (Pupil Registration) Regulations 2006 (Amended 2013)

Section 7 (1) "Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the School. Leave of absence should not be granted unless the proprietor considers that the leave of absence is due to exceptional circumstances"

The governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid absence in term time. However, in exceptional circumstances, at the discretion of the Head teacher, the Head teacher may choose to grant a leave of absence. In all such cases, the return date must be agreed by the Head teacher as any child who is absent longer than 10 days after the agreed time can legally be removed from the School roll.

An absence that has not been agreed by the Head teacher will be recorded as unauthorised. Authorisation will not be granted retrospectively.

## 8. **Examples of what may constitute exceptional circumstances**

- 8.1 To have a short absence to attend a family wedding, or a special family celebration (e.g. an 80th birthday of a grandparent); or to attend a special family reunion; or to attend a special religious/cultural festival, may constitute an exceptional circumstance.
- 8.2 If a parent, due to the nature of their work, cannot possibly take time off during the regular School holidays, then this might constitute an exceptional circumstance.
- 8.3 To have a winter or summer holiday in School time, because the cost is cheaper during term time, does **not** constitute an exceptional circumstance.

## 9. **Criteria by which the Head teacher will make decisions concerning the authorisation of absence**

- 9.1 The general attendance of pupils will be considered. If a child has had a significant number of absences for any reason they will not be able to “afford” to miss any further Schooling. A request for leave for exceptional circumstances is unlikely to be approved unless the child’s attendance is 95% or above for the past year.
- 9.2 The timing of the proposed leave – one of the worst times for a child to be absent is at the beginning of a new School year, particularly with a new teacher or a new class; and for Year 6 pupils, in the build up to and during the National Curriculum tests.

## 10. **Long term absence**

When children have an illness that means they will be away from School for over five days, the School will do all it can to send material home, so that they can keep up their School work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the School will contact the support services, so that arrangements can be made for the child to be given some tuition outside School.

## 11. **Repeated unauthorised absence**

Unauthorised absences remain on the child’s record and may be reported to the Local Authority’s Education Welfare Officer (EWO).

Attendance and punctuality are monitored by the EWO and the School. If a child has a repeated number of unauthorised absences, the parents and carers will be asked to visit the School and discuss the problem. The EWO may also visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

The LA has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to School on a regular basis.

## 12. Monitoring and Reviewing

It is the responsibility of the governors to monitor overall attendance. 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 the School's attendance figures are as high as they should be. The School will keep accurate attendance records on file for a minimum period of three years.

The School Administrator will be responsible for monitoring attendance. If there is a long-term general worry about the attendance of a particular child, this will be reported to the Head teacher, who will contact the parents or guardians.

This policy will be reviewed by the Governing Body every three years, or earlier if considered necessary.

This policy was ratified by the Governing Body on .....

Signed ..... Chair of Governors

Date of next review .....

October 2013