



Rationale

It is important that all parents and children know that the school expects and values good attendance and punctuality. Regular school attendance and good time keeping ensure that children have full access to the National Curriculum and all areas of school life. Pupils are required to attend regularly under section 199 of the 1993 education act.

Objectives

- To meet legal requirements
- To make parents/carers aware of their legal obligations and requirements
- To ensure good attendance and punctuality
- To help prevent disruption to the learning environment caused by lateness and absence
- To encourage children to acquire good habits of punctuality which will be needed throughout their school life and in the adult world of work
- To ensure children do not regularly miss important areas of the curriculum

Rights and Responsibilities

The school will ensure:

- Attendance and Punctuality is monitored regularly and referred to the Educational Welfare Officer where necessary
- All staff will model good attendance and punctuality
- Parents/carers are informed about other relevant information i.e. holiday dates and INSET days through the monthly newsletter
- Absence without notification is followed up by a member of staff who will contact parents/carers for details
- Registers are monitored regularly to ensure that they are completed accurately and absences are explained
- Absences are recorded as authorised and unauthorised according to 'School Attendance: Policy and Practice on Categorisation of Absence' (DFE 1994) – see appendix 1

Class Teachers/Teaching Assistants will ensure:

- A reminder is sent home informing parents of the times of the school day at the start of each term
- Registers are called at 8.50am and 1.15pm and marked in accordance with the symbols set out in the register sheet
- Encourage good attendance and punctuality within their class
- The Headteacher is informed if they have a concern over absence or late arrival

Parents/Carers will ensure

- Children attend school regularly, punctually and ready to learn
- The school is informed if their child is going to be absent on that day. Reasons for absence can be explained in a variety of ways, letter prior to absence, telephone, fax or e-mail
- Permission for extended holidays must be sought from the Headteacher. Permission will only be given in exceptional circumstances and is at the discretion of the Headteacher and Governors. See appendix 2 – request for leave form
- Children sign in at the office if they are late
- Appointments are made, wherever possible, outside of school hours
-

Reporting

Absences, both authorised and unauthorised, are reported to parents in the annual written report and informally at parent consultations

Monitoring

Attendance data will be collected regularly in order to identify patterns of absence or lateness, to set targets and to monitor the effectiveness of the school's policy and its implementation.

Class attendance is monitored weekly and patterns of absence, if any, are identified. Awards are given as classes for good attendance. No class is penalised if a child has a medical conditions which involves regular medical appointments or possible prolonged absence. An attendance board is displayed in the hall and used to promote good attendance.

Termly, individual attendance is monitored. Class lists are printed out and individuals with lower than 85% attendance is highlighted and meetings with parents are arranged. Low attendance, below 95%, is highlighted by teachers at parent consultations.

Any significant concerns regarding attendance are raised with the Attendance Improvement Officer from County

AUTHORISED/UNAUTHORISED ABSENCES

ABSENCE WILL BE AUTHORISED IF
<ul style="list-style-type: none">• the absence was previously agreed with the Headteacher• the pupil was ill or prevented from attending by any unavoidable cause• the absence occurred was due to religious observance.• there is a family bereavement• the pupil is participating in an approved public performance• the pupil is involved in an exceptional special occasion (e.g. the graduation of an older sibling)
ABSENCE WILL NOT BE AUTHORISED IF
<ul style="list-style-type: none">• no explanation is offered• the school is dissatisfied with the explanation• the pupil stays at home to mind the house or look after siblings• the pupil is shopping during school hours• the pupil is absent for unexceptional special occasions (e.g. a birthday)• the pupil is absent from school on a family holiday for longer than the time negotiated with the school• the pupil is on a family holiday without permission or the parents have not applied for leave of absence in advance and instead seek retrospective approval
EXTENDED LEAVE
<ul style="list-style-type: none">• Absence from school for family holidays is not a right• Headteachers may not authorise any leave during term time unless there is an exceptional reason.• Authorisation for extended leave will only be given<ul style="list-style-type: none">• Once in an academic year• If the child's attendance is good (over 96%)• If it is applied for in advance• If there are exceptional circumstances• No absences will be authorised during the following times<ul style="list-style-type: none">• In the first three weeks of a new school year• During SATs week in May (Y2 and Y6)• During the four weeks preceding SATs in the Summer Term (Y6)
Reviewed every five years

REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES



You are reminded that we strongly discourage families from withdrawing their children from school or taking their holidays during term time as it is disruptive to the children's education.

Absence from school for family holidays is not a right.

I would like to apply for an authorised absence from school for the child named below	
CHILD'S NAME:	
CLASS:	
FROM	TO

The circumstances that require my child to be absent from school are	
Signed	Date

OFFICE USE	
Permission for authorised absence is granted	<input type="checkbox"/>
Permission for authorised absence has NOT been granted because:	
Signed	Headteacher