



ATTENDANCE POLICY

1. AIMS

The school is committed to providing a full and efficient education for all pupils. We believe that all pupils benefit socially and academically from regular school attendance. To this end school will do all it can to ensure that all pupils achieve maximum possible attendance and that any problems that impede full attendance are identified and acted upon as soon as possible.

2. EXPECTATIONS

We expect the following from all pupils:-

- That they will attend school regularly.
- That they will arrive on time and appropriately prepared for the day.

We expect the following from parents:-

- To encourage their children to attend.
- To ensure that they contact the school whenever their child is unable to attend.
- To ensure that their children arrive in school promptly, well prepared for the day.
- To contact the school, in confidence, whenever any problem occurs that may keep them away from school.

Parents and pupils can expect the following from the school:-

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified.
- Steps will be taken to encourage good attendance.
- A quality education.
- Information about the school's attendance policy

This policy statement, together with the accompanying procedures aims to ensure that:-

- registers are properly maintained
- attendance is monitored
- irregular attendance's are checked
- unauthorised attendance's are rare

The School Register is a legal document and great care must be taken to ensure its accuracy.

3. SCHOOL PROCEDURES

Registration

- Electronic registers will be taken every morning/afternoon in the classroom.
- Morning session begins at 8.55a.m. and the afternoon session at 12.55 p.m. Registers should be completed as soon as the children arrive in class.
- Classroom doors open from 8.45am and will close after the bell at 8.55am
- Any child arriving in the classroom after 8.55 a.m. has to enter school by the main entrance and should be marked as late.
- Registers will be closed at 9 am and afternoon registers will be closed at 1 p.m. unless those children arriving later than this time have a valid reason e.g. doctors appointment.

Completing the Register

- Attendance is to be recorded in line with the symbols in the electronic programme.

Lateness

- A child will be deemed late if they arrive in the classroom after 8.55 a.m. unless they have been involved in other duties.
- The School PSA will monitor the registers and consider if there is a pattern of repeated lateness.
- The PSA will arrange to meet with parents of children who are repeatedly late to try and resolve the situation.
- If the lateness persists the Attendance Officer will become involved.

Absence

- When a child is absent from school it is expected that the parents will inform school as to the reason for the absence.
- The PSA will telephone any parent, who has not contacted the school, on the morning of the first day of absence to ascertain the reason for non-attendance.
- Parents are encouraged to contact the school by telephone or visit at the beginning of the absence, indicating the expected length of absence. If an explanation is not received on the first day of absence and the PSA is unable to contact parents a 'reason for absence letter' (Appendix 1) will be sent out and this must be completed and returned to school as soon as possible
- Telephone messages regarding absence will be recorded on a log sheet and transferred to the electronic system by the PSA. When appropriate extended details of the reason for absence will also be recorded.
- Letters and notes regarding absence must be passed to the PSA and at the end of the school year they will be filed for retention for the appropriate period

Absence can be recorded as either authorised or unauthorised.

Only the school, within the context of the law, can approve absence, not parents. Staff must therefore be aware of reasons given for absence and approve absence accordingly. If in their opinion the absence is unjustified the letter/telephone explanation should be referred to the PSA and the parents will be contacted.

If staff are unsure of recording an absence it should be referred to the PSA as there is an element of discretion available to schools.

If, after further investigation, doubt remains about the explanation offered - or where no explanation is forthcoming at all the absence must be treated as unauthorised. Where parentally condoned unjustified absence appears to be a problem the PSA

will meet with the parents to resolve the problem. If this is unsuccessful the Attendance Officer will become involved.

All absence symbols are listed on the electronic register.

When children are away from school on a residential visit they are marked as **V** on the electronic register unless they have been sent home because of illness or other appropriate reason. Children who are out on a school trip for a day or a half day should also be recorded as V on the electronic register.

Holidays

- Parents are required to complete a Notification of Holiday Absence form (Appendix 2) before the child goes on holiday.
- Holiday forms should be given to the PSA.
- Holiday absence will be recorded as unauthorised by the school.

Religious Observance

- Requests from parents for absence due to religious observations in the family faith are to be referred to the Head teacher.

Attendance Officer

The school Attendance Officer visits the school on a regular basis to meet the PSA and check school attendance. They make appropriate house visits as required. The Attendance Officer visits are planned in advance. If a teacher wishes to refer a child's attendance to the Attendance Officer they should discuss it with the PSA. Any significant patterns of absence should be reported to the PSA who will inform the Attendance Officer when appropriate.

NOTIFICATION OF HOLIDAY ABSENCE



I would like to inform the school of my intention to take my child/children on holiday during term time. I understand that this absence ***will not be authorised***

Name/s _____

Class/s _____

My child/children will be absent from school

from _____ to _____ (dates inclusive) No. of days _____

The reason for taking my child/children on holiday during term time is:

Parent/guardian name and signature _____

Date _____

ABSENCE GUIDANCE FOR PARENTS

- It is not a parental right to take a child out of school during term time.
- If you decide to take your child on holiday during term time please be advised that the absence will not be authorised.
- It will be recorded on the school register ***as an unauthorised absence***

For Office Use

Child's/children's Percentage attendance _____

Number of days holiday already taken during this academic year _____