

EDWALTON PRIMARY SCHOOL



Attendance Guidance

Attendance

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session. In promoting a positive attitude to attendance and punctuality amongst pupils and their families, the school will ensure an appropriate and uninterrupted education for all pupils, so that the highest standards of attainment can be reached.

Aims of this Policy

- To increase levels of attendance throughout the school;
- To continue to improve punctuality;
- To promote a positive attitude to attendance and punctuality amongst pupils and their families.

Children are expected to attend for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)

If a child is absent, parents should call the school on each day of the absence stating a reason. A note should be sent on the day the child returns to school explaining the absence. The school will then decide whether to authorize the absence. If authorization were to be refused, for instance if a child was kept off school for a birthday, then the parents would be informed. A note is essential for authorization of absence.

Application for a Leave of Absence during Term Time

The law states that parents/carers do not have the automatic right to take your child out of school for holidays during term time. The Local Education Authority works with school to reduce the number of children missing school because of holidays taken in term time and school can refuse parent/carer request to take their child/ren out of school.

If you wish to take your child on holiday during term time, you must apply for permission in writing using forms available from the School Office. Permission for authorised leave may not be granted for holidays totalling more than two weeks in any school year, unless there are very exceptional circumstances

There are certain times of the year when a child may experience problems because of missing school. These include examination periods such as SATs, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.

If the school refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

School Times

School begins at 8.50am and all pupils are expected to be in school for registration at this time. Any child arriving later than 8.50am should enter school via the main entrance reporting to the School Office. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then be sent to their classroom. The school operates a late book which records any children arriving late for school.

ROLES

ROLES OF CLASS TEACHER

- To complete registers in full twice each day
- To request phone call home re. absence
- To send absence enquiry letter
- To encourage pupils to return absence slips
- To reward good attendance and punctuality
- To investigate reason for absence where possible
- To record absence and lateness on register
- To report in memo form concerns to Key Stage Team Leader and Head Teacher
- To keep a record of all procedures
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ROLE OF HEAD TEACHER

- To monitor attendance/lateness each half term
- To report regularly to the Governing Body
- To feedback regularly to staff
- To inform staff of planned Behaviour & Attendance Service officer visits
- To make referrals to the Behaviour & Attendance Service
- To make families more aware of their responsibilities
- To reward and encourage pupils

ROLE OF THE SCHOOL BUSINESS MANAGER/ OFFICE ADMINISTRATOR

- To make absence enquiries by phone when requested
- To pass on absence information to staff
- To record attendance electronically
- To send standard letters on request.
- To report by memo any concerns to Head Teacher/Key Stage Team Leader

ROLE OF BEHAVIOUR & ATTENDANCE SERVICE OFFICERS:

- To liaise with Head Teacher, SENCO and administrative staff in regard to absences and above.

ROLE OF GOVERNING BODY

- To monitor the school's authorized and unauthorized absences in comparison with local and national figures.
- To encourage a positive approach to attendance and punctuality.
- To raise awareness of the need for full attendance in order to achieve high standards for all pupils.
- To support the staff, Headteacher and Behaviour & Attendance Service in creating a positive approach towards attendance.

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NEW ATTENDANCE POLICY

The school does all it can to ensure regular and punctual attendance, as follows:-

- i) Staff follow the Registration Procedures as laid out in the front of their NCC Registers.
- ii) The office will telephone and establish a reason for non-attendance, on the first day.
- iii) Staff inform the Head Teacher of any unexplained or consistent absence or lateness, and he, in conjunction with the various LA representatives follows this up as necessary.
- iv) The school works closely with the officer of the Behaviour & Attendance Service to monitor irregular attendance or regular patterned absence.
- v) The Head Teacher and the Behaviour & Attendance Service calls in registers each half term to monitor regular attendance.
- vi) The Head Teacher makes regular reports to the Pupil and Personnel Sub-Committee on attendance matters.
- vii) The Head Teacher or his designated officer fills in the Annual Return on School Attendance to the appropriate authority.
- viii) Parents are made aware frequently of the need for their child to make regular and punctual attendance. They should not take children on holiday during School Terms unless it is unavoidable, and that leave of absence should not be granted in excess of 10 school days.
- ix) Notes from parents are secured, signed, dated if necessary by the teacher and placed into the register wallet.
- x) New entrants from other areas are pursued regarding irregular attendance.
- xi) If school fails to establish absence the Behaviour & Attendance Service officer is informed.

Signed: Date