

PRINCIPLES

Regular attendance is important so that children have the chance to reach their full potential and are in a safe environment.

Attendance = Attainment = Opportunity.

Children should be at school, on time, every day school is open, unless the reason for absence is unavoidable. Permitting absence from school without good reason is an offence by the parent/carer.

Every half-day absence from school has to be classified by school, [not by the parent/carer] as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required.

AUTHORISED ABSENCES are mornings or afternoons away from school for a good reason, such as illness or other unavoidable causes. However, the unavoidable cause must relate to the child.

UNAUTHORISED ABSENCES are those for which school does not consider reasonable and for which no leave has been given.

- Inappropriate absences that parents have allowed
- Truancy before or during the school day
- Absences which have never been properly explained
- Any holiday not approved by the Headteacher
- Children who arrive at school, without good reason, after the registers have been closed at 9.30am.

Some children are at times reluctant to come to school. Any problems with regular attendance are best sorted out between the school, the parent/carer and the child. Parents/carers are expected to contact school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way the school may refer the child to the Education Welfare Office from the Local Authority. The EWO can also provide advice and support to help address issues affecting attendance. The Local Authority also has an enforcement responsibility and parents who fail to ensure their child's regular attendance may be issued with a Penalty Notice or be prosecuted in the Magistrates Court.

PROCEDURES

The school applies the following procedures in deciding how to deal with individual absences:

Illness and other legitimate reasons

- If a pupil is unfit for school, parents/carers should contact the school on the **FIRST DAY** of absence, again after three days and again if it extends into another week.
- Absences will not be authorised without this procedure being followed.
- In exceptional circumstances, further evidence of pupil's illness, such as a doctor's note, may be requested.
- Other reasons for absence must be discussed with school each time; notes will not necessarily be accepted as providing authorisation of absence.
- Leave may however be granted in an emergency, bereavement or for medical appointments, however parents/carers are encouraged to arrange such appointments after school hours or during the holidays.
- Unexplained absence cannot be authorised.
- Explanations, unless in exceptional circumstances, received after 40 school days of a pupils return to school, will not be accepted.

Holidays

- A leave of absence for the purpose of a family holiday during term time will only be granted in "special and exceptional circumstances". This will be at the discretion of the Headteacher.

Lateness

- Pupils must attend on time to be given a mark for that session, unless the lateness is unavoidable.
- Late arrival after registers have closed is counted as unauthorised absence unless there is good reason.

REWARDS

There is a reward system in place for pupils with excellent attendance and incentives for improvement of pupils with a poor attendance record. Attendance is integrated into the Bedes system and draws are made for House groups with excellent attendance.



ATTENDANCE POLICY

SUMMARY

The school has a legal duty to publish its absence figures and to promote good attendance. Equally, parents/carers have a duty to ensure that their children attend regularly. The staff in school is committed to working with parents/carers in the best way to ensure as high a level of attendance as possible.

Responsibility for monitoring attendance

Mr D Callaghan - Headteacher
Mr D Milton -Deputy Headteacher
Mr B Bielby- Assistant Headteacher
Heads of College
Pastoral Managers
The Attendance Coordinator
House Tutors
School EWO