

Longstone CE (VA)  
Primary School

# Attendance Policy



Version: 7

Date: February 2017

## Summary

The Governors of Longstone School expect all children on roll to attend every day during term time, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for children. We 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 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at both the start of the morning and afternoon sessions of the school day. The register will also indicate whether the absence was authorized or unauthorized.

## Document control

### *Owner*

The owner of this document is the Head Teacher. All requests for change should be directed to them. Any printed copies of this document are for reference only; the definitive version is the computer file held on the school office administrator's computer.

### *Revision history*

Version	Date	Changes	Author(s)
1	29/4/08		
2	3/7/09	Adapt wording on point 1 and bullet number 5	DP
3	14/1/13	Added clarity and detail to section 3	GH/RG
4	3/10/13	New DfE legislation now reflected in policy. Insertion of sentence relating to fixed penalty notices	GH
5	29/1/15	New school times 'Holiday' replaced with 'leave of absence'.	GH
6	7/5/15	Removed (existing 5.3) re. teachers not setting work Removed heading (existing 5.4) Criteria by which HT will make decisions concerning LoA absence Removed examples of exceptional leave reasons	GH/MH
7	13/2/17	Removed references to EWO and replaced with MAT worker. Added info about material not being provided for child going on holiday. Altered review period Removed section dealing with right to appeal.	GH

### *Approval*

Version	Date	Approver(s)	Minute number
3	22/1/13	Full Governing Body	
4	3/10/13	Resources Committee	11
5	10/3/15	Resources Committee	5.7
6	12/10/15	Resources Committee	6.4
7	23/2/17	Resources Committee	11.2

*Review period* - This policy will be reviewed every four years

Version	Next revision due
7	Feb 2021

## *Statement of Policy*

### **1. ARRIVAL AND REGISTRATION**

- All children should arrive in school by 9:00am. The register is taken twice a day at **9:00am and 1.00pm**. A day counts as 2 attendances.
- Morning registration ends at 9:10 a.m. If a child arrives after the registration period, they will be marked in as *Late*. The afternoon register is taken at 1.00p.m and the registration period lasts for 10 minutes, after which the child will be marked as *Late*.
- 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.

### **2. 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.

### **3. DEFINITIONS**

*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 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 for a birthday treat, this will not mean it is an authorised absence.

*Unauthorised Absence* - An absence is classified as unauthorised when a child is away from school without the permission of the Head Teacher.

### **4. IF A CHILD IS ABSENT**

- When a child is absent, the class teacher will record the absence in the register using the appropriate code.
- The school office will endeavour to contact the parent or carer if no message has been received regarding the reason for the absence.
- Parents/carers are, however, expected to email or telephone the school by 9.30a.m. on the morning of the **first 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.

### **5. ABSENCE**

**Holidays in term time are not an entitlement.** It is recognised that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Absence due to holiday will be recorded as an unauthorised absence. In **exceptional circumstances**, leave of absence can be granted at the discretion of the Head Teacher.

5.1 Occasionally, it may be appropriate to allow a longer planned absence. In all such cases, the return date must be agreed by the Headteacher as any child who is absent longer than 10 days after the agreed time can legally be removed from the school roll.

- *All requests for leave of absence should be agreed with the Head Teacher before any commitments are made.*
- *Leave of absence that has not been agreed by the Head Teacher will be recorded as unauthorised.*
- *Authorisation will not be granted retrospectively.*

To have a holiday in school time, because the cost is cheaper during term time, does not constitute an exceptional circumstance.

**6. LONG TERM ABSENCE**

- When children have an illness or circumstance 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. Material will not be provided if a child is being taken on an unauthorized absence.
- 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.

**7. REPEATED UNAUTHORISED ABSENCE**

- Unauthorised absences remain on the child’s record and will be reported to the Local Authority.
- Attendance and punctuality are monitored by the school. If a child has a repeated number of unauthorised absences, the parents/guardians will be asked to visit the school and discuss the problem.
- A MAT worker 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.

**8. COMMUNICATING WITH PARENTS**

- Parents will be given information about the impact of taking holiday time at the point of requesting leave.
- Standard letters will be issued to parents informing them of the decision made to/not to authorise absence.

**9. ATTENDANCE REPORT**

The Head Teacher will report on attendance percentages in the termly report to the Governing Body.

**10. MONITORING AND REVIEWING**

- It is the responsibility of the governors to monitor overall attendance. (Resources Committee)
- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- The Governors will examine closely the attendance information provided to them.
- The school will ensure registers are kept up to date and request missing information from parents. We will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately. If there is a longer-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.

Signed ..... Head Teacher                      Date

Signed ..... Chair of Governors                      Date

Signed ..... Chair of Committee                      Date