

ATTENDANCE POLICY

The school believes that regular attendance is crucial to the development of all pupils and will encourage and promote excellent levels of attendance and punctuality.

The school expects parents to ensure that pupils attend school regularly and arrive in time and in a fit condition to learn.

Pupils and parents will be notified of their individual attendance records and achievements will be publicised and celebrated.

At the beginning of the academic year parents receive "A Guide to Attendance" pamphlet.

ARRIVAL

Pupils may enter school and proceed to their class from 8.50am.

Pupils arriving after this time will be late and will need to enter the school via the main Reception.

All such pupils will have their names recorded in the Late Register before they proceed to their classroom.

REGISTRATION

Registration will be taken at 8.55am and 1.15pm each day.

School uses electronic registers. Appropriate absence codes are used.

Registers are electronically returned to the school office as soon as they are completed by the class teacher.

LATENESS

Pupils who arrive in class as or after the registers have been marked should be sent to the office.

These pupils will then have their names recorded in the late book in the school office.

Pupils who arrive in school after 9.00am will be recorded as late after the registers have closed. If a parent cannot provide an adequate and reasonable explanation for the lateness then such lateness will be recorded as an Unauthorised Absence and parents will be informed of this.

ABSENCE

Parents will be requested and encouraged to notify the school on the morning of the pupils first day of absence giving a reason for that absence, before 10.00am.

First Day Response:

If no message is received as to why the child is absent the parent will be contacted by text or phone call and this will be followed up with a letter.

If pupils are to be absent for any length of time parents will be encouraged to provide regular communication to the school on the progress of their child.

School office staff will take note of all telephone messages and put notes into the class register for the teacher explaining the absence.

These notes should be maintained in the class folder for the week in question and can thus be used to verify authorised /unauthorised absence in the register analysis on Friday afternoon.

Any verbal messages passed by parents to the teacher should also be recorded and kept within the class folder for the same purpose.

RECORDING ABSENCE

Absence from school will be recorded as Authorised or Unauthorised dependant upon the reason provided by the parent.

Authorised absence will be for legitimate reasons such as the following:

Sickness
Medical/Dental Appointments
Exceptional family circumstances
Approved family holidays

Absence from school will not be authorised for:

Shopping
Looking after siblings or other family members
Non approved family holidays (holidays that entail absence for a total of more than ten days on one or additional occasions).

HOLIDAYS

Parents will be reminded of the importance of arranging holidays during recognised school breaks and urged strongly to avoid booking family holidays during term time.

Parents who wish to seek authorised absence for a family holiday must do so by completing a holiday request form which can be obtained from the school office. The head teacher will monitor and decide upon all such requests and permission will only be granted provided the child's attendance has been good and the total days of absence does not exceed ten.

All completed holiday request forms will be maintained in the appropriate file in the office and will be analysed and reviewed regularly.

Holidays will not be authorised in September or in May, during SATs week.

ABSENCE/LATENESS PROCEDURES

Regular printouts of absences/lateness will be analysed by the office staff and passed to the head teacher for comment or action.

Should a pupil's name appear in the late book on a regular basis a letter will be sent to the parents indicating the school's concern at the punctuality record of their child and seeking an immediate improvement.

Should the problem persist the parents will be required to attend school for an appointment with the head teacher in order to explain the circumstances and attempt to formulate a plan that will reduce occasions of lateness.

If no improvement is evident, or should the parents refuse to attend for an appointment at school, the matter will be referred to the school's education welfare officer for a more formal approach to remedy the situation.

Parent's of pupil's whose attendance falls below 90% will receive a letter and registration print out from the school showing their child's attendance record and expressing the school concern at the level of attendance.

Should the attendance level fall below 85% the parents will be requested to attend the school for an appointment with the head teacher to discuss the level of attendance.

Careful monitoring of the absence levels will probably result in a number of absences being classified as unauthorised and parents will be informed of this and reminded of their statutory responsibility for their child's attendance.

Parents will then be given the opportunity to improve the attendance levels prior to the involvement of the Education Welfare Officer. Should no improvement be recorded within one month the matter will be referred to the Education Welfare Officer for a more formal approach to the situation.

Formal intervention by the Welfare Officer requires that the pupil's attendance record shows that the school is not authorising much of this pupil absence.

REWARDS

The school will promote good attendance levels by regularly highlighting the levels of attendance in each class and in individual cases.

There will be a Special Attendance Teddy which is awarded to the class which recorded the best attendance of the previous week. The winning class will be rewarded by receiving 20 class counters.

Pupils who manage to achieve full attendance for the whole year will be rewarded with a certificate and special prize at the Leaver's Service in front of parents and the whole school.

St Aidan's C of E Primary School



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