



## **PUPIL ATTENDANCE AT SCHOOL**

**DATEA OF POLICY:** March 2006

**REVIEWED:** March 2009 April 2012

**TO BE REVIEWED** April 2015

**DESIGNATED PERSON:** Assistant Headteacher ( Sue Thompson)

### **INTRODUCTION**

Ensuring that pupils attend school every day is one of the most important things. Pupils are expected to attend school for the full 190 days of the academic year unless there is a good reason for their absence. There are two categories of absence:-

- Authorised – where the school approves the absence
- Unauthorised – where the school will not approve absence

All pupils should be aiming for 100% attendance and parents support and encouragement is crucial.

Registration is taken twice daily.

### **NOTIFICATION**

If a pupil is absent, parents should call the school on the first day of the absence stating a reason and the expected time of return. Should the absence continue the parent should keep the school informed. A note should be sent on the day the child returns to school explaining the absence. The school will then decide whether to authorise the absence. If authorisation were to be refused, for instance, if a child was kept off school for a birthday, then the parents would be informed.

If contact, explaining the child's absence, fails to be made by parents or carers, then the school would contact the home by telephone on the initial day, following this with a letter after 3 days of unexplained absence. **This contact needs to be recorded in the register by the class teacher.**

### **What can parents do to help?**

- Let the school know as soon as possible why your child is away.
- Send a note when your child returns to school.

- Try to make appointments outside school time.
- Do not allow your child to have time off school unless it is really necessary.

### **Returning to school after a long illness**

We all realize that returning to school following a period of absence can be very difficult for some young people, whatever the reason for their absence. In these situations school staff will plan carefully with parents /carers, together with any relevant agencies about how best to support the student /pupils return to school. In some cases for a short period it may be appropriate to have a phased return to school life.

### **COMPLETING REGISTER**

The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement. For these reasons registers are required to be marked in ink and not easily erased, and all alterations should be visible and explained. Instructions are given inside the front cover of the Register.

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### **ILLNESS**

We understand that on occasions students may have to miss school due to ill health. We ask that parents:

1. Adopt a bracing approach to illness. Please only keep students off when it is necessary ( school will support children with medical needs)
2. Contact school by telephone on the first day of absence by 9.00am indicating reason for absence and expected date of return
3. In cases of persistent or prolonged absence school may require medical evidence eg doctors note

### **HOLIDAYS/STAYED DURING HOLIDAY**

Holidays must not be taking during term time. The government has recently made amendments to the Education (pupil registration) Regulations 2006 which came into force on 1<sup>st</sup> September 2013. The amendment states Headteachers may not grant any leave of absence for holidays during the term time unless exceptional circumstances.

Parents needing leave of absence should apply to the Headteacher. The exceptional reason should be outlined in detail and evidenced. Wanting to take advantage of off-peak holidays is not an exceptional circumstance.

Parents who take their children on holiday without permission will incur unauthorized absence for their child. These remain on the children's record and will be monitored. Parents will also be charged with a fixed penalty notice.

## **MONITORING**

Pupil attendance is monitored for each pupil. Annual monitoring of registers is carried out by Educational Social Worker, currently Annie Shepherd.

**Revised and adopted by Governors May 2012.**