

Watling Street Primary School  
Attendance Policy

Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, 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 the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

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 shopping during school hours, 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 both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, staff endeavour to contact a parent or guardian within the first hour of absence.

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When the child returns to school, a note should be brought from a parent or guardian to explain the absence, notes are kept on file.

A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

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. If no satisfactory contact is made, or the office staff are not satisfied with the reason for absence, the H.T. will authorise contact with the E.W.O.

### Requests for leave of absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are exceptional circumstances where a parent may legitimately request leave of absence for a child. We expect parents to contact the school at least a week in advance; authorisation is at the discretion of the Head Teacher.

Parents do not have the right to withdraw their children from school for an annual holiday. All holidays are recorded as unauthorised absences

### Long-term absence

When children have an illness 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 with their school work.

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.

### Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the school will then contact the E.W.O. who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

The governors, supported by the LEA, reserve 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.

### Rewards for good attendance

All the children who have 100 per cent attendance in any one half term will receive an excellence certificate for attendance, awarded at the last assembly of

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the term. There are special certificates and prizes for any child who has 100 per cent attendance for a whole year. Pupils receive half termly attendance prizes for achieving a set number of sessions on their attendance record charts.

Absence comments on the annual school report are in relation to national statistics and Ofsted guidelines

### Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that the school attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

The family support advisor is responsible for monitoring attendance in the school and for following up absences in the appropriate way. If there is concern about a child's absence the record of attendance for this child will be closely monitored. Parents and the EWO will be contacted.

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

**Signed:**

**Date:**