

Inspiring each other to achieve success



**Congerstone Primary School**

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### **Attendance (children) Policy**

Adopted from: **School Policy based on relevant Children Acts, Education Acts, LA/DFE guidance**

Policy to be reviewed: **Every three years**

Last reviewed: **April 2012 May 2016, Feb 19**

Date of next review: **Feb 2022**

Signed: ..... Date: .....  
Chair of Governors

Name:

Signed: ..... Date: .....  
Headteacher

## Attendance Policy

*At Congerstone we celebrate the **unique** qualities and ideas everybody brings to learning within our school. Children become **imaginative, independent and purposeful learners**, motivated by a wide range of challenging opportunities within a stimulating school environment.*

*By inspiring a **passion for learning**, built on resilience and curiosity, children develop **high aspirations**.*

*Undeterred by challenge and unfamiliar context, they confidently take their place within an ever-changing world.*

Congerstone Primary School is a very successful school and your child plays their part in making it so. If our children are to gain the greatest benefit from their education it is vital they attend school regularly; we expect children to be in school, on time, everyday school is open unless the reason for the absence is unavoidable. Helping to create a pattern of regular attendance is everybody's responsibility- parents/carers, pupils and all members of school staff.

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect a child's learning. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Ensuring your child's regular attendance is the parent's legal responsibility and permitting absence from school without a good reason is an offence in law.

### As a school we will;

- Provide parents with reports on how their child is performing within school and what their child's attendance is.
- Use these benchmarks to classify attendance 100% - 98% =excellent. 97.9% - 96 % = good. 95.9% – 95% = satisfactory. 94.9% – 80% = inconsistent. Below 80% = causing concern
- Set an annual school attendance target that is reviewed annually.
- Celebrate good attendance by awarding class attendance awards, termly 100% attendance and end of year attendance awards.
- Monitor absence and punctuality each term, to establish patterns and work in partnership with parents and the child. (Or more often if the need arises)
- Record a child's absence as unauthorised if no satisfactory explanation is given for non attendance, or if the school considers the information received from a parent is not an acceptable reason for absence.
- Telephone/text the child's home, after the registers have been closed and no explanation is given, on the first day and subsequent days of absence, to establish a reason for the child's absence.

If a child is regularly late for school or is often absent then;

- The class teacher will contact the parent concerned for an informal discussion.
- If the situation persists then the teacher registers their concern with the Headteacher who will take this matter up with the parents.
- The school office can be asked to provide individual attendance print outs to help establish patterns and the extent of any perceived problems with absence.
- If absence persists, or is a concern, school has a responsibility to make a referral to an Educational Welfare Service (EWS) as to further action.

### As a school we expect parents to:

- Ensure their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contact school by 8.55 and continue to do so on a daily basis until their child is well enough to return to school.
- Ensure their child has had 48 hours free from sickness/upset stomachs and managed to eat something before returning to school
- Inform school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Only make requests for authorised absence in term time, if absolutely necessary as these cannot be automatically authorised.
- Talk to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

There are times when we need to contact parents for a variety of reasons, including absence. Please help us to  
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help you and your child by making sure we always have an up to date number- if we don't then something important may be missed.

### Understanding authorised and unauthorised absences

By law, every half-day absence from school has to be classified by the school (not parents/carers), as either **authorised** or **unauthorised**. This is why information about the reason for any absence is always required

**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 carer. For example, if a child has been unwell and the parent 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.

**Unauthorised absence**-An absence is classified as unauthorised when a child is away from school without the permission of the school. An absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This can give the impression that attendance does not matter and usually makes the matter worse. Any problems with regular attendance should be addressed by the school, parents/carers and the child as soon as possible.

### Morning routines

- Staff will be on playground duty at 8.45 and children can therefore come onto the playground at this time
- Children should not be on the playground before 8.45 unless they are accompanied by a parent/carer as staff are still busy preparing for the day and the children are unsupervised
- The whistle is blown at 8.55 when children leave the playground with their classteacher; we expect all children to be in class by 8.55.
- Registers are marked by 9.00- your child will receive a late mark if they if they are not in class by this time.
- Staff on duty will make the decision to allow children into class early in cases of adverse weather. Teachers will be classrooms to greet the children

### Lateness

Poor punctuality is unacceptable. Arriving late disrupts pupil's lessons, they miss vital instructions about the day ahead, lateness can also be embarrassing for the child and encourage absence. Regular lateness will be identified as part of regular attendance monitoring.

### Parental request for absence from school in term time

Government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term-time, unless there are 'exceptional circumstances'. Any requests for absence from school must be made in writing prior to the absence taking place.

Holidays during term time will affect your child's education as much as any other absence. Remember that savings you think you may make by taking a holiday in term time will need to be offset by the cost to your child's education. (see Leave of Absence for holidays in term time – on the school website)

School holiday dates can be found on our school website.

School work will not be provided for children taking holidays in term time.

### Monitoring Attendance

Our office staff, has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. The headteacher regularly monitors summary reports and appropriate actions are then taken including letters sent to parents or meetings arranged to discuss attendance concerns with parents. Governors monitor overall trends as part of the headteacher report to governors.

### Summary

School has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure their children attend school. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.