



# CLANDON C of E SCHOOL

A caring community where all can THRIVE

## ATTENDANCE POLICY

Reviewed	Autumn 2018	Next Review	Autumn 2021
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It is our task as teachers at Clandon Church of England Primary School to promote and support our children's learning and enable each one of them to achieve their full potential. We endeavour to provide a school day that excites challenges and motivates each child, and allows them to develop as independent learners. Our organisation of their learning promotes enjoyment, perseverance and self-discipline. We encourage the children to achieve personal excellence in all aspects of work and behaviour.

The school staff, alongside the Local Authority, firmly believes that all pupils benefit from regular school attendance. We know that every day lost from education can have a serious impact on children's attainment and overall progress in school. As a staff we do all we can to encourage parents and carers to ensure that the children in our care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

### Key Objectives

We expect that all pupils will:

- attend school regularly;
- attend school punctually;
- attend school appropriately prepared for the school day

We expect that all parents/carers will:

- encourage regular school attendance and be aware of their legal responsibilities;
- ensure that the child in their care arrives at school punctually, prepared for the school day;
- contact the school on the first day of the child's absence and send a note on their return to school
- discuss promptly with their child's class teacher or senior staff, any problems that deter their child from attending school;
- not take holidays in term time.

We expect that the school staff will:

- keep regular and accurate records of attendance for all pupils, at least twice daily;
- monitor every child's attendance using SIMS;
- contact parents as soon as possible when unexplained and/or prolonged absence occurs and obtain notes authorising the absence.
- encourage good attendance and punctuality;
- provide a welcoming and safe learning environment for children;
- meet with the school's Education Welfare Officer regularly to discuss any new concerns and report on the progress of existing cases;
- meet with the parents of children whose attendance causes concern;
- refer irregular or unjustified patterns of attendance to the Education Welfare Service.

## **Religious Festivals**

As an inclusive school with families from ethnic minorities we respect and recognise the right of parents to take their children out of school to observe and celebrate these festivals; such absences will be authorised.

## **Dental and Medical Treatments**

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book dental and medical appointments outside the school day. When appointments during school hours are unavoidable, the school office should be notified in advance in writing. Evidence of the appointment may be requested. Parents are asked to remove the child only for the duration of the appointment.

## **Leave of Absence**

The school holiday dates are published a year in advance and parents/carers are expected to book their family holidays during those times. Leave of absence will not be granted for holidays to be taken in term time.

In exceptional circumstances when leave in term time is unavoidable, a leave of absence request form must be completed as soon as possible once the dates of the proposed period of absence are known. The Leave of Absence Request Form can be obtained from the school office.

No parent/carer can demand leave of absence for their child as a right. If leave is taken, without prior authorisation, the child's absence will be recorded as unauthorised in the school register.

The Head Teacher will decide whether or not to authorise the absence having decided whether or not the circumstances are exceptional.

Should absence be taken without the Head Teacher's authorisation the case will be referred to Education Welfare and a Penalty Notice may be issued.

When a pupil is withdrawn during term time there is disruption to the learning process that can result in the pupil falling behind his/her group. There is a belief, amongst some parents, that this time can be made up by the school providing 'work' for the pupil to complete during the holiday period. However this does not have the desired effect since the pupil has missed out on quality teaching time. In general terms it is our policy that it is not possible to provide a child with the work which is planned for his/her group during this period of absence.

## **Responding to Non-Attendance**

When a pupil does not attend school we will respond in the following manner:

- on the first day of absence, if no note or telephone call is received from the parent/carer, the school will contact the parent. If there is no response and the absence remains unexplained the office will inform the Headteacher and further investigation and action will be made accordingly;
- if there is persistent non-attendance, the Headteacher will keep records of the contact with home during the period of absence and this will be discussed with the EWO when a formal referral may be made
- failure to comply with the expectations set by the EWO may result in further action, an application for an Educational Supervision Order, or court prosecution.

## **Responding to lateness**

We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day but it shows consideration for everyone else in the class and avoids repetition of instructions and teaching. When a pupil is late for school they should enter the building via the front office so that they can be recorded as being present.

Registers open at 9.00am and are taken promptly. Children will be recorded as being late (L) if they arrive after 9.05am but before 9.30am, when the registers close. Any child arriving after (close of register time) will be recorded as late after close of register (U) and this denotes an unauthorised absence. A monthly late report is compiled by the office staff and given to the Headteacher to analyse.

Persistent lateness will be monitored and letters sent to parents to inform them of learning time lost. If lateness remains a problem and this lateness is after close of register a referral may be made to the Education Welfare Service.

### **Changing School**

It is important that if families decide to send their child to a different school that they inform school staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address (if appropriate and known).

The pupils' school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service.