

Scole CEVC Primary School Attendance Policy

Aims

- To encourage regular and punctual attendance.
- To monitor attendance, providing information as required.

Governors and headteachers are required by law to keep admissions registers and attendance registers.

To encourage pupils and parents to value regular attendance the school has termly attendance certificates. There are High attendance certificates for those children whose attendance rate is 98%+. In addition, there is a display of pupils' names who achieved 100% attendance every week.

Improving/maintaining regular pupil attendance is a high priority at our school. Absence rates - authorised and unauthorised, including holidays and lateness, are monitored. Under the most recent guidelines, persistent absence is defined as being less than 90%.

The Headteacher will review attendance every half-term. Pupils with an attendance of 96% and below will be monitored. The Headteacher will write to parents expressing concern and will consider interventions where attendance is 90% or below.

Parents are made aware of their responsibilities to ensure regular attendance, we share these with them by publicising them in the school brochure.

- Regular attendance at school is important.
- They should contact the school on the first day of unplanned absence through illness or other unavoidable circumstances.
- Unexplained absence will be followed up within the first morning.
- Planned absence should be discussed with the school staff in advance and authorisation may be given by the Headteacher if appropriate.
- The Headteacher can only agree to requests for holidays or other absence during term time in exceptional circumstances.
- All parents/carers requesting leave of absence will be required to fill in the school's 'Leave of Absence' form (available at the school office).
- They will not be given permission to keep their child away for non-essential absence.
- The school will always help and advise parents if their child is reluctant to attend.

The staff of the school maintain daily records of attendance.

Child details are entered in the electronic register.

Registers are marked by using the Pupil Asset Management System. Registration takes place at 8:55 and 1:00 each day. In the morning the register closes at 9.30 am and in the afternoon at 1.30 pm. If a pupil arrives after the school gates have been locked but before the register is closed they will be marked as late and present. If a pupil arrives after the register is closed they will still be recorded as present but that there has been an unauthorised absence. They should report to the school office as they will need to notify the administrator of their lunch requirements before going to their classroom. Absences are recorded but the office will amend the records to add a reason for the absence. The Headteacher will decide whether the

absence is authorised or unauthorised. Holidays and teacher training days are clearly identified.

The administrator follows up any absences of which the school has not been informed by 9.30am. This will be evidenced in the pupil's file. The school also inquires as to the well being of any child with an unexplained absence for more than 2 days. A doctor's certificate is requested for illness of longer than two weeks. Information from parents relating to pupils absence are kept in a file in the office. Irregular or unexplained attendance is brought to the attention of the Headteacher and the Attendance Support and Enforcement Officer, who will investigate.

Parents of children who are persistently late for school or are absent are warned that a continuation of this will result in a referral being made to the Attendance Support and Enforcement Officer as lateness constitutes unauthorised absence. Governors may be informed, at the discretion of the headteacher.

If a pattern of medical absences is developing the school may wish to refer to the School Nurse or request supporting evidence.

If a child continues to be absent after ten sessions and no contact has been made with parents, a formal referral will be made with the Attendance Support and Enforcement Officer to undertake further enquiries.

The Headteacher and Governors recognise that children returning to school following a prolonged absence may require extra support or possibly reintegration over a period of time. Individual cases are treated sensitively with the support of staff, parents and Attendance Support and Enforcement Officer.

Pupils can be registered at two schools (Traveller child) or at a school, Special School or Pupil Referral Unit. The school or SRB where the pupil is presently attending mark the register in the normal way.

Traveller children can be registered with a base school and should remain on their register even when they are travelling if it is likely that they will return. They may register with another school whilst travelling. They must only be counted once on census day and this should be at the school which they are attending on that day.

If a child leaves the school then the school passes on any details of poor attendance or concerns regarding Child Protection issues/'At Risk' to the Designated Safeguarding Lead at the child's new school.

Removal of a pupil from the admissions register must only be approved if one of the following conditions is met:

- The child is registered with another school but not dual registered.
- The headteacher has received written notification that the pupil is receiving education otherwise
- A school medical officer certifies that the pupil is unlikely to be fit to attend school before ceasing to be of statutory school age.
- The pupil has died.
- The pupil has been permanently excluded and any special appeal is not upheld.
- The pupil has been continually absent from the school for a period of not less than four school weeks and has been detained under a final Order of the Court (Detention Order).

Parents are not encouraged to 'voluntarily' withdraw their children from school as a way of dealing with troublesome behaviour.

Date reviewed	June 2018
Agreed by staff and governors	
Date of next review	November 2018
Signature of Chair	