

Burton Salmon Community Primary School

Attendance Policy

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Method of Communication (e.g. Website, Noticeboard, etc) Website		Signed _____ Head Teacher	

INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils. Children need to feel that their contribution in school is valued and all staff care about them as individuals.

GUIDANCE

Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive between 8.50 and 9.00 each morning.

Reporting of Absences

Illness

Parents are asked to inform the school office **by 9.00 am** each day a child is unwell and will not be attending school. To protect both children and staff from the spread of infection, parents are asked to keep a sick child at home until he or she is fully recovered. A child who has been sick or who has diarrhoea should be kept away from school until the child has been clear of the problem for 48 hours. Please contact the Headteacher for guidance on other illnesses.

If an absence is known of in advance, e.g. a medical appointment, a letter to the school prior to the absence is required.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

Long term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

Recording and use of Absence Data

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines. School's official starting time is 9.00 am. Any child arriving after 9.10 am, when registration closes, will be registered with a late mark and this is recorded in the pupils' attendance records. It is important that pupils are punctual and arrive prepared for the day's learning.

When a child fails to attend school for one or more sessions (morning or afternoon) this will be recorded as an absence. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and, where pupils' attendance causes concern, shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

Persistent Absence

The government currently classifies persistent absence as below 85% attendance. Pupils whose attendance falls below this rate must be referred to the Education Welfare Service.

Holidays

At Burton Salmon Community Primary School we believe that children need to be in school for all sessions, so that they can make the most progress possible.

Leave can NEVER be granted for the reason of taking a holiday. If an event can reasonably be scheduled outside of term time then it would not be normal to authorise absence. The law says that parents do not have the right to take their child out of school for leave during term-time and that this leave can only be taken for exceptional circumstances.

National guidance explains 'exceptional circumstances' as

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production of or confirmation from the organisation/company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

If a parent/guardian wishes to withdraw their child from school then a leave request form needs to be completed by the parent/guardian. The request for withdrawal has then to be authorised by the Headteacher and a signed letter will be returned to the parent/guardian. Forms are available from school or the school website.

Where leave is not authorised and is then taken, a Penalty Notice may be issued by the Local Authority.

Non-payment of this fine may result in an increased fine and ultimately a Magistrate's Court appearance.

Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home.

School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.