

# St. George's CE. Primary School



## **POLICY: Attendance Policy**

Next Review Due:

Autumn 2012

## **ATTENDANCE POLICY**

### **1. STATEMENT OF INTENT**

The school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

### **2. PARENTS' RESPONSIBILITY**

- Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness, they should contact the school as soon as possible on the first morning of the absence. This may be done by phone, letter or in person.
- Parents may not authorise their child's absence. Only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.
- Parents should ensure that their child arrives at school in time for the start of registration (9.00am). If a child arrives after 9.00am, his/her parent should report directly to the school office.
- Parents should avoid booking family holidays during term time. If this is absolutely unavoidable, they should arrange to meet the Headteacher at least three weeks in advance of the period for which leave is to be requested. In any case, a headteacher is only able to authorise a maximum of 10 days holiday leave in any academic year. "Occasional days out" are not allowed. Parents are required to complete a request for holiday leave form which the Head Teacher will sign if permission is given. Leave will only be granted in exceptional circumstances.

### **3. SCHOOL RESPONSIBILITIES**

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Attendance and absence is recorded daily on the school's electronic system.
- Registers will be called twice daily (at 9.00am and 1.20pm). Registers will close at 9.05am and at 1.25pm. Any child arriving after the closing of the register will be recorded as 'late' for that session.
- Teachers will complete registers in accordance with the guidance contained in the staff handbook. The headteacher will inspect registers each Friday in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.
- Should a class teacher have particular concerns about an individual child's attendance or punctuality he/she should prepare a note to the headteacher. The class teacher may also wish to speak to the headteacher.
- Should a child be absent the class teacher will enter the appropriate code in the register. Should no explanation be received from the child's parent the class teacher will inform the school office who will endeavour to make contact with the parent.
- All absence notes from parents should be dated and initialled by the class teacher and stored neatly in the register. Only notes concerning absences about which there are concerns / queries should be brought to the attention of the headteacher (who may then choose to speak to the parents concerned).
- The headteacher will regularly collect attendance data and will use this data during meetings with the parents and the Education Welfare Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow up actions for both the school and the EWO.
- The school will employ a number of strategies to promote regular, punctual attendance. The headteacher and class teachers will communicate regularly with parents on attendance matters, appropriate personal encouragement or congratulation will be offered to individual children, clear attendance information will be entered in the school brochure.
- The school produces end of term and end of year full attendance certificates as part of achievement awards in assemblies. Weekly class awards are given when a whole class has full attendance. The percentage attendance for all classes is displayed weekly in the staff room.