

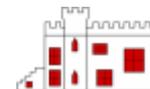


School Policy

Attendance Policy

March 2017, Issue 3

Document Number: AP-04



Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

If this is one of the 2 official copies the Approver shall write "Copy 1" or "Copy 2" and initial here:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is one controlled paper copy of this document in the office and an electronic version is available on our website in the policies area.

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Document History

Filename: AP-04 Attendance Policy(2).doc				
Issue	Description of Change	Author	Checked	Date
A	Initial	JRE		14-6-09
B	Reviewed by the Policy Working Group February 2010. Section 1.2 & 9.4 updated.	SB		12-2-10
1.0	Approved and issued, with section 6.2 updated.	JRE	SB	21-2-10
2	Reviewed by J Briggs and CPS	JB	CPS	Jan 2014
3	3 yearly review – Minor changes to section 8 – removed a reporting section which is now included in section 8	JB	Policy Committee	March 17

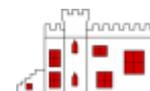
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1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education (Pupil Registration) Regulations 2006 the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

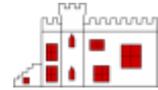
- 2.1 Authorised absence
- i. An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
 - ii. 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. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.
- 2.2 Unauthorised absence
- i. An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
 - ii. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note must be brought from a parent or guardian to explain the absence if the school has not been in contact with the parent/carer.
- 3.3 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible.
- 4.2 From September 2013 there was new legislation regarding holidays in term time. The school now follows the Swaledale Alliance Policy. Please consult AP-37 Holidays in Term Time Policy for these exceptions.
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5 Long-term absence

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the Local Authority (LA) support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2 All children have a right to an education, and parents are legally responsible for ensuring their child's regular and punctual attendance. The LA also has a responsibility, under the Education Act 1996, to enforce attendance at school. Our school will work closely with the LA Education Welfare Officers and any parents or carers who are having difficulties in ensuring regular attendance. There are a range of measures available, including in extreme cases the possibility of a prosecution, which would be brought by the Local Authority.

7 Rewards for good attendance

- 7.1 All the children who have 100 per cent attendance for a whole year will receive an excellence certificate for attendance, awarded at the summer term awards assembly.

8 Monitoring and review

- 8.1 It is the responsibility of the governors to monitor overall attendance, and they review this termly with the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out.
 - 8.2 The school will keep accurate attendance records on file for a minimum period of three years.
 - 8.3 The rates of attendance will be reported to the governors every term.
 - 8.4 Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
 - 8.5 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.
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