

# Attendance Policy.

## 1 Introduction.

- 1.1 We expect all children on roll to attend, on time, every day, when the school is in session, providing they are fit and healthy enough to do so. We do all that we can to encourage the children to attend, and put in place appropriate procedures to monitor attendance. We believe that the most important factor in promoting good attendance is the 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 possible for those children who, for whatever reason, are prevented from coming to school.
- 1.2 The Education (Pupil Registration) (England) Regulations 2006 and amendments 2016 charge the governing body of every school with the responsibility of making sure that their school keeps an attendance register with the personal details of each child on roll against their Unique Pupil Number (UPN). This register is a record of which pupils are present at the start of both the morning and the afternoon sessions of the school day, and the reason for any absence. The register will also indicate whether an absence was authorised or unauthorised. These records and their UPN go with the pupils throughout their education - even into further education; it records every change of name and change of address against the UPN so this is a vital legal document which cannot be altered.

## 2. Definitions.

### 2.1 Authorised absence.

- 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 to explain the absence.
- 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 be recorded as an authorised absence.

### 2.2 Unauthorised absence.

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- An absence is also unauthorised if a child is away from school without good reason, even if the parent has supported this absence.
- All holidays taken in term time are classified and recorded as unauthorised holiday absence.
- **Lateness** is classified as unauthorised if a child arrives in the classroom after registration 8:55a.m.

## 3. If a child is absent.

- 3.1 If a child is unwell or unable to attend school, parents are expected to notify the school office, by phone or email at [absence@foxmoor.gloucs.sch.uk](mailto:absence@foxmoor.gloucs.sch.uk), on the first morning of absence.

- 3.2** If a child is absent unexpectedly and the above notification has not been received, then the class teacher will record the absence electronically and will inform the office, the attendance officer will then endeavour to contact a parent or guardian.
- 3.3** When the child returns to school, a note must be brought from a parent or guardian to explain the absence, even if the initial email/phone call has been made, alternatively, use can be made of the pink absence slip (available from the office). This written evidence is to be kept in the school records so it is not sufficient to write the note in the yellow 'Home-school' book.
- 3.4** We expect parents to arrange appointments (e.g. medical appointments) outside of school hours, however, if this is not possible, then a note must be sent to the school prior to the day of absence. If it is more convenient, parents/carers can complete the pink absence request slip that is available from the office.
- 3.5** If there is any doubt about the whereabouts of a child, the class teacher will take immediate action by notifying the school office. The school will then immediately contact the parent or guardian, in order to check on the safety of the child.

#### **4. Requests for leave of absence.**

- 4.1** It is important that children are in school for all sessions, so that they can make the most progress possible. However, we do understand that there are, very occasionally, exceptional circumstances where a parent may legitimately request leave of absence for a child for a day or two. We expect parents to contact the school at least two weeks in advance, and this request will be considered.
- 4.2** Parents have no right to withdraw their children from school for up to ten days for an annual holiday (this is, and has always been, a myth). We expect parents to take their family on holiday in the normal school holiday periods, the school is unable to authorise any such absence.

#### **5. Long-term absence.**

- 5.1** When a child has an illness that causes him/her to be away from school for over five days, then the staff will do all they can to send material home, so that the child can keep up with his/her 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 to discuss the problem. If the situation does not improve, the school will then contact the county legal services for support to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2** The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **7. Rewards for good attendance (New).**

- 7.1** The governors are delighted that the school attendance figures are so high and feel that the vigilance of the parents and commitment of the children should be acknowledged and rewarded. Therefore all the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term (Bronze for one term, Silver for the second and a special Gold certificate for any child who has 100 per cent attendance for a whole year (three terms) together with an invitation to the school celebration evening in the summer term for all those pupils who have had a special achievement or made the greatest contribution over the year. Please take seriously: a child with less than 90% attendance is in serious jeopardy of falling behind the rest of their peers - the rest move on and lost learning time is so hard to catch up: this is demoralising so the child is reluctant to come to school and, sadly, a vicious circle is set up.

## **8. Attendance targets.**

- 8.1** The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets. The school target annually is 97% attendance over the year.

## **9. Monitoring and review.**

- 9.1** It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2** The school will keep accurate attendance records on file for a minimum period of three years, in addition, individual records will be passed on to the respective secondary schools.
- 9.3** The rates of attendance will be reported on the school website, and in the annual governors' report.
- 9.4** Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, then this will be reported to the Headteacher, who will contact the parents or guardian.
- 9.5** Attendance is discussed, with parents at Parents' Consultation Evenings and each individual pupil's attendance percentage is recorded on their end of year school report.
- 9.6** This policy has been ratified by the whole Governing Body and will be monitored and reviewed regularly by them; it will be amended as statutory regulations change.

**Signed:** *Elisabeth Newman*

**(Chair of Governors)**