



Whytemead Primary

WHYTEMEAD PRIMARY

ATTENDANCE POLICY

Reviewed January 2015

Principles

We believe that regular attendance is important for successful learning at school. Patterns of good attendance and punctuality should be established at an early age and is an attitude that should be adopted by all parents and carers.

We firmly believe that:

- All children have an entitlement to regular school attendance
- Good attendance is the responsibility of the parents
- Regular attendance is an essential element of pastoral care
- An agreed understanding of the categories of absence is essential for parents, governors and teachers
- Attendance procedures should be based on legal requirements
- Consistency of practice should be pursued across the group
- Punctuality is an essential element of good attendance
- Parentally condoned absence is not acceptable and is detrimental to the children's education.
- Poor attendance is challenged and good attendance is acknowledged.

It is the role of the Parent/Carer to:

- Ensure regular attendance and punctuality for their child including responsible use of the annual holiday leave
- When exceptional circumstances exist, to apply for leave of absence in advance where possible
- Inform the school on the first day of absence
- Contact the school, in confidence, whenever problems occur which may keep children away from school.

It is the role of the class teacher to:

- Maintain accurate registers and records for the children in their care
- Follow up all absences.

It is the role of the Headteacher to:

- Authorise absence on behalf of the governors
- Carry out attendance checks
- Maintain accurate attendance records using the RAG colour-coding system so that absences can be accurately reported
- Keep governors informed
- Inform the Educational Welfare Officer in cases of concern.

It is the role of the governors to:

- Ensure registers are properly kept
- Ask the Head teacher to report attendance targets
- Support the school in challenging 'leave from learning' (holiday requests)

It is the role of the Educational Welfare Officer to:

- Support the school in the monitoring of attendance
- Accept referrals from the school in cases of concern and conduct initial investigations
- Act as key member of a network of agencies supporting pupils with attendance difficulties
- When necessary, to act as the legal representative of the LEA in the enforcement of their statutory duty to ensure regular attendance.

Absences

Parents are reminded that all absences mean that a child misses schoolwork and they are, therefore, requested to keep absence to a minimum. All absences are required to be **authorised** or approved. Wherever possible before they occur, and it is the **parent's or guardian's** responsibility to seek this.

The following guidance has been issued by the DfE: *Holiday may only be taken during the school holiday (of which there are 175 days). Withdrawal from learning in term time now may only be authorised by the Head teacher if they consider there are exceptional circumstances or medical issues. Unauthorised absence can lead to the issue of a fixed penalty notice.*

Absences are mainly covered by the following categories;

Authorised Absences
Illness or medical/dental treatment - parents need to inform the school
Educational visit as arranged by the school
Exclusion from school
Authorised Absences - at the discretion of the Head teacher
Family funerals or exceptional family circumstances e.g. weddings, visiting relative from abroad.
Days of religious observance
An organised sports competition or approved public performance or the taking of exams.

Registers will be completed in accordance with the requirements of the DfE - up-to-date rules and regulations are available on their website.

Equal opportunities

We aim to ensure that all children will have an equal opportunity to explore their potential regardless of gender, ability, cultural or religious background with reference to the schools equal opportunities policy.

Adopted by governors: January 2015

Due for review: January 2017