



Cromford C of E Primary School

Name of Policy: Attendance

Policy Number: 82

This policy has been reviewed on 30th November 2017 and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Chair: Gill Donaldson

Minute Number:

Next Review date: November 2019

ATTENDANCE

Attendance Co-Ordinator Headteacher
Educational Welfare Officer:

RATIONALE

Cromford Primary School expects good attendance from its pupils for them to make the most of the opportunities which the school has to offer. Our school will offer an environment in which pupils feel valued and welcomed. Pupils will know that their presence is important. Success in school is dependent upon good attendance.

We will work with parents/carers to ensure good attendance is achieved and that this becomes a habit.

PROCEDURES

Children are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence. There are two types of absence:

Authorised Absence

Absences will be authorised for

- * Sickness
- * Unavoidable medical/dental appointments (but wherever possible these should be made outside of school hours)
- * Days of religious observance
- * Exceptional family circumstances

Unauthorised Absence

Absence will not be authorised for

- * Shopping trips
- * Looking after other family members
- * Domestic chores
- * Birthdays or similar events

If a child is prevented for any reason from attending or is late, parents are asked to contact school by 10.00 am on the first day of absence. These messages are logged. If no explanation is given for an absence, a telephone call from the school will be placed to locate the child.

A note should then be sent on the day the child returns to school explaining the absence. The school will then decide whether to authorise the absence.

HOLIDAYS IN TERM TIME

Recent government legislation states that no holidays can be authorised in term time unless in exceptional circumstances.

Parents are strongly encouraged to avoid booking family holidays during term time. A pupil's absence during term time can seriously disrupt their continuity of learning. Parents may request leave of absence, however, it is at the discretion of the school as to whether the time off will be authorised and only then in exceptional circumstances.

Parents should apply to the school on the appropriate form (holiday forms, available from the school office) for permission at least ten school days in advance of any such holiday.

Before granting any leave of absence the school will give consideration to:

- * the pupil's previous attendance
- * academic progress
- * any examination commitments

Following the LA guidelines.

The school has the discretion to sanction holidays of no more than 10 school days during any one academic year.

REGISTRATION

Children must arrive at school by 8.45 am. Registers will be taken punctually at 8.50 am and 1.05 pm. If a pupil arrives late after the register has closed this will be recorded in the attendance register.

APPROVED EDUCATION ACTIVITY

Pupils will not be deemed absent when out of school to take part in :

- * Sporting activities
- * Educational visits
- * Visiting other establishments in relation to their education eg schools, societies

FOLLOWING UP LATENESS AND ABSENCE

It is the parents' responsibility to contact school on the first day of absence.

If a pupil is absent regularly or apparently unnecessarily the school will contact parents to notify them of the school's concern and to emphasise the parents' legal responsibility to ensure regular attendance. If a pupil is persistently absent and the school's efforts to effect an improvement have been unsuccessful, the matter will be referred to the LA Education Welfare Service.

Pupils who are absent through sickness and any other unavoidable cause for an extended period will be supported in continuing their education at home, and only then, where this is possible and will be supported in reintegration into school on their return.

PROMOTING ATTENDANCE

Within the framework of the National Curriculum, pupils will be offered a varied, flexible and rewarding education matched to their individual needs. They will not be able to take full advantage of this unless they attend regularly.