

TURNERS HILL C of E PRIMARY SCHOOL



ATTENDANCE POLICY

This policy was adopted February 2015
This policy was reviewed February 2016, February 2017

The policy is to be reviewed in February 2018

Turners Hill C of E Primary School **Attendance Policy**

A child who is not at school is missing out on part of his or her education.

Similarly a child who is late for school is missing out on a very important part of the school day including setting out the context for the work for the day.

No absence during term time will be authorised unless the request is absolutely exceptional or there are clear and demonstrable educational benefits resulting from the absence.

Our aim is for the highest level of attendance possible and for all absences to be explained with acceptable reasons.

The Government says:

- **There is a legal responsibility for you to send your child to school every day.**
- **Your child should be in school for at least 95% of all sessions.**
- **School is in session for 190 days a year leaving parents a further 175 days a year in which to have days out together and take a holiday.**

Key Principles

It is vital that parents/carers and schools work together. We follow the West Sussex guidance which sets out the following principles:

- All registered pupils should attend school regularly and punctually.
- All children, irrespective of individual circumstances, should have an equal opportunity to attend school regularly.
- The school and the Local Authority, together with any external agencies, will work together with the parents or carers for the best interests of pupils.
- The school's expectations of regular attendance will be made clear from the outset.
- Where necessary, intervention and enforcement measures will be taken, especially with regard to unauthorised absences and lateness.

Arrival and registration

All children should be in the playground ready to come into school at 8.55 am each day although children are entitled to enter the playground from 8.40am to make a calm start to the day. The register is taken twice a day. A day counts as 2 attendances.

Morning registration ends at 9.05 am. If a child arrives after the registration period he/she will be marked in as **Late**. After 9.25 am this will become an **Unauthorised Absence**. The afternoon register is taken at 1.15 pm.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

The Education Welfare Service supports the school in that ensuring registers are kept accurately by teachers and to assess the reasons and incidence of any absences.

Illness and medical appointments:

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The school office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence.

Holidays

Parents who decide to take a holiday, will incur unauthorised absences for their child. These remain on a child's record and are monitored for further action by the Education Welfare Service, and could result in court action.

If a pupil does not return to school within ten school days of the agreed return date following an authorised absence, then the school will consider removing the child from the school roll. The school has the right to do this under government legislation.

Parents needing exceptional circumstances to be considered for absences longer than ten days within one academic year, should make an appointment to discuss this with the headteacher well in advance.

Monitoring Attendance

Information from the school database is used to monitor attendance.

If there is a concern about a child's attendance, the headteacher will notify parents/carers.

Patterns of absence or lateness or other concerns are shared with the Education Welfare Service, who check attendance records and discuss any problems. The Education Welfare Service is available to support parents/carers who may be having difficulties in ensuring that their children attend school regularly. Fixed Penalty notices may be issued, and where necessary, legal action may be taken. Parents will be provided with the WSCC leaflet 'A brief guide to fixed penalty notices' which is also available from the WSCC website.

Absence

All absences are registered as authorised or unauthorised.

No absence during term time will be authorised unless the request is absolutely exceptional or there are clear and demonstrable educational benefits resulting from the absence. If you wish to request withdrawal from learning please complete a form, which is available from the school office.

Reporting absences

- It is the parents'/carers' responsibility to inform the school as early as possible on the first day of the child's absence. Parents/carers may either phone, e-mail, speak to a member of staff or send a written message.
- If no contact has been received from parents/carers, the school office will phone them on the first day of absence.
- If the child is ill then the school should be notified of the nature of the illness, and if possible, the expected date of return. If parents/carers find it difficult to send their children to school because of personal problems or the children are reluctant to attend because of a home or school problem then parents/carers should contact the school or the Education Welfare Service.
- If parents/carers fail to notify the school then it is the school's responsibility to find out the reason for the absence either by contacting the parents/carers or by involving the Education Welfare Service.

This policy will be reviewed annually.

February 2018