

‘Working together so all may flourish’



## Heytesbury CofE VA Primary School



### Attendance Policy

*We are committed to promoting the safeguarding and welfare of all children and young people.*

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance.

- Parents are advised of the school's expectations in regards to attendance during the induction meetings for new children.
- Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.
- Parents are requested to ring school by 9.15 am to notify us that their child will be absent. The school will then authorise absences that are due to sickness.
- The school operates a 'first response system' – if we have not been informed of a reason for a child's absence by 9.15, we will phone all named contacts to ascertain the reason.
- A child who arrives to school after 9.00am is marked as 'late'.
- School registers are closed each morning at 9:15am for all pupils. Children who have not arrived by the end of registration are marked absent. The child will then be given a 'late after register closed' mark.
- Parents are encouraged to make dental/doctor appointments before or after school. If the school has been informed that the child will arrive late due to a medical / dental appointment then an attendance mark will be given on arrival.
- Term time holidays are not permitted unless in exceptional circumstances. (please see below)

#### **Absence:**

- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for the absence or if the school considers the information received from a parent is not an acceptable reason for absence.
- Attendance will be monitored termly and parents will be informed of their child's attendance should it fall below 95%.

## ‘Working together so all may flourish’

- If a child is absent for 10 consecutive schools days without a reasonable explanation, the Head Teacher will inform the Education Welfare Officer.
- If a pattern of absence is identified, it will be discussed with the parents
- If attendance concerns have been raised with parents but improvement has not followed despite the school’s involvement, the Educational Welfare Officer will be contacted.
- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the Head Teacher.
- Attendance figures will be included with the child’s annual progress report.

### **Procedures:**

- Attendance is reviewed on a termly basis. If a pupil is identified as having unsatisfactory attendance – less than 95% - the Head Teacher will raise the concern with parents; if absence falls below 90%, it is classified as ‘a persistent absentee’ – a meeting will be held between the Head Teacher and parents.
- Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.
- Lateness – if a child is regularly late, the matter will be discussed with the parents and the situation monitored.
- Holidays – the law says that parents do not have the right to take their children out of school during term time. Heytesbury School does not authorise any holiday during term time unless there are ‘**exceptional**’ circumstances. Any holiday taken during term time will be recorded as unauthorised absence and could result in parents being fined by the Local Authority. If intending to take a term time holiday parents need to complete a leave of absence form a minimum of six weeks in advanced of the intended absence. This needs to be returned to the school for the attention of the Head Teacher. The parents will then be informed of the decision in writing.
- In the eventuality of a child having long term absence or persistent absence the Education Welfare Officer be contacted for advice.

Reviewed Octo 2019