

**ST. GILES CHURCH OF ENGLAND PRIMARY SCHOOL
HORSTED KEYNES**

ATTENDANCE POLICY

The staff and governors of the school believe that regular attendance and punctuality are essential for success at school and later in life. Encouraging regular attendance and punctuality reflects the school's concern for the welfare of pupils and is considered to be the responsibility of parents, pupils, the school staff, governors, the Education Welfare Service, the Local Education Authority and the wider community.

PRINCIPLES

- All pupils have the entitlement to regular school attendance. Parents have a legal responsibility to ensure their child has regular attendance at school
- Ensuring regular attendance and punctuality is an essential element of pastoral care
- There is an expectation of regular attendance and punctuality from all pupils
- Adults will set a good example to pupils
- The school will acknowledge good attendance and respond quickly to poor attendance
- Parentally condoned absence is not acceptable and is detrimental to the child's education
- The school will work in partnership with parents to promote high levels of attendance

HIGH LEVELS OF ATTENDANCE AND PUNCTUALITY WILL BE ENCOURAGED BY:

- Adults setting a good example by their own punctuality and regular attendance
- Stressing the importance of attendance and punctuality by regular communication with parents
- The regular and accurate maintenance of records and statistics
- The Headteacher will report attendance figures to the whole Governing body on a regular basis
- Certificates will be awarded to pupils for 100% attendance

THE SCHOOL EXPECTS PARENTS TO BE AWARE OF THEIR LEGAL RESPONSIBILITY TO:

- Ensure regular attendance and punctuality for their child
- When exceptional circumstances exist, to apply for leave of absence prior to finalising arrangements by discussing the matter with the Headteacher
- Advise beforehand if a child will be arriving late because of medical or other appointments

- Inform the school by telephone on the first day of absence and each subsequent day. A text message will be sent via ParentMail on the first morning of absence if a parent has not contacted the school, and on each subsequent morning of absence
- Contact the school, in confidence, whenever problems occur which may keep their child away from school

THE SCHOOL EXPECTS THE PUPIL TO:

- Attend school regularly
- To be punctual for school
- To take responsibility to catch up on work missed through absence (if appropriate)

HOW THE SCHOOL WILL RESPOND TO POOR ATTENDANCE

- The EWO will work in co-operation with the school and parents to ensure the regular attendance of the pupil. The registers are checked on a termly basis and if a pupil's attendance is below expected levels a letter is sent to parents from the school. Further action will be taken by the EWO if there is no improvement in attendance.

ABSENCES WHICH MAY BE AUTHORISED BY THE HEADTEACHER

- Illness. Please also note that we adhere to guidance from the Health Protection agency on preventing the spread of stomach bugs, which recommends that pupils who have suffered from a stomach upset or diarrhoea should be kept away from school for 48 hours from the last 'episode'. For up to date guidance on other illnesses, please contact the school office.
- Medical grounds, but appointments for dental/hospital check-ups should be avoided during school time if possible. The child should be collected from and delivered directly back to school. Pupils should only be absent for the duration of the appointment plus travelling time
- Compassionate grounds
- Public performances
- Special occasions, at the Headteacher's discretion and having due regard to patterns of attendance
- Religious observances

Any other absences will be unauthorised

HOLIDAYS

The Governors have agreed that holidays in term time will not be authorised. Any notifications of absence, as given above, should be detailed in a Request For Absence form, available from the school office, and sent to the Headteacher. From September 2011, parents can be issued with a Fixed Penalty Notice by the Educational Welfare Service at

West Sussex for unauthorised absence which exceeds 10 sessions (5 full days).

LATENESS

- Any child arriving after 9.05am will be regarded as late. If the register has been returned to the office it will be necessary for the pupil to go to the school office to sign in. Any late pupils should enter the school through the main entrance. On arrival, a child will be marked "late" and the reason written in the register
- The register closes at 9.15am. If a pupil arrives after this time they will be marked as absent for the morning session
- Parents are asked to telephone the school if they know a child is going to be late
- Children must be marked as absent unless physically present, even if a message has been received
- Patterns of lateness: following persistent lateness, parents will be sent a letter from the Headteacher. If there is no improvement the matter will be referred to the EWO

January 2013