

Sywell CEVA Primary School

ATTENDANCE POLICY

'Working together in God's hands'

RATIONALE

Regular school attendance has always been important. Without it the efforts of the best teachers and the best schools will come to nothing. Education provides a means of advancement for all young people. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them in law. Irregular attendance undermines the educational process and leads to educational disadvantage.

AIMS

- The school aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality.
- The school sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.
- The school aims to achieve excellent levels of attendance and punctuality to enable all students to take full advantage of the educational opportunities available to them.
- The school recognises that good attendance is essential for pupils to maximise their achievements and attainment at school.

HOME / SCHOOL PARTNERSHIP

Parents¹ are responsible for ensuring that children of compulsory school age receive efficient full-time education.

Parents should ensure that their children attend and stay at school.

At Sywell CEVA Primary School the staff and governors endeavour to support parents in this responsibility by:

- providing a comprehensive induction programme for new entrants and parents to help children come to school willingly with a positive attitude;
- encouraging parents to discuss any attendance related problems with the class teacher/headteacher;
- aiming to ensure that the school is bright, clean, warm and welcoming;
- teachers being available before and after school to meet with any parent with concerns;
- children being welcomed at the gate from 8.45am by a member of staff on duty;
- parents being kept informed of changes in school routine through the regular newsletter.

REPORTING ABSENCES

It is parents' responsibility to inform schools of the reason for a child's absence as soon as possible.

It is expected that parents will contact the school on the first day of absence with as much information as is available at that time.

If the absence is prolonged, interim information would be appreciated.

¹ For the purposes of this document, 'parent' is anyone having responsibility for a child, eg: carer, foster parent, etc.

In the event of no contact being made regarding a child's absence by morning break, the parents will be contacted by members of the office staff. If unexplained absence continues or the school is concerned about irregular attendance, the assistance of the Educational Inclusion Partnership Team will be enlisted and safeguarding procedures will be followed.

REGISTRATION

Under regulation 3 of the Pupils Registration Regulations 1956, all schools must keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The 1991 regulations also state that registers must state whether an absence is authorised or unauthorised.

The session times for Sywell Church of England (Voluntary Aided) Primary School are:

Morning session:	9.00am	-	12.00 noon
Afternoon session:	1.00pm	-	3.30 pm

It is important that classes make a prompt and effective start. Therefore, the children enter the school upon arrival between 8.45 and 9.00am, where they will be given a morning task. A bell will be rung 5 minutes before the beginning of the afternoon session to ensure that children line up ready to enter the building on time.

Only the school, within the context of the law, can approve absence, not parents.
(Section 199, Education Act 1993)

The following guidelines are intended to help parents to distinguish between authorised/unauthorised absences:

A: Illness, Medical and Dental appointments

- Provided the school is satisfied that a pupil is prevented from attending school because of illness, then the absence will be authorised;
- Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours. If unavoidable, appointments may be authorised where confirmation has been received from parents either in writing or by a telephone call or by production of an appointment card.
- A book is kept in the office to record any children leaving a session early or arriving for a session late, or returning to the site.

B: Family Holidays

- Absences in term time can only be authorised in exceptional circumstances. This leave is unlikely, however, to be granted for the purposes of a family holiday.
- Parents can be fined for taking their child on holiday during term time without consent from the school as set out in recent legislation.

C: Family Bereavements

The school recognises the traumatic effect that this can have on a young person's life and has discretion to authorise absence to attend funerals/ associated events. Requests will be dealt with sympathetically.

D: Days of Religious Observance

Absence of a pupil for participation in a day set aside exclusively for religious observation by the religious body to which the parents belong, is classified as an authorised absence. Advance notice of such religious observance days would be appreciated.

E: Lateness

- School policy encourages punctuality but actively discourages lateness as it can be very disruptive to lessons. If a child is late, or misses registration (after 9.00am / 1.00pm), a late mark will be recorded. If a pattern of lateness emerges, parents will be invited to discuss the matter with the Headteacher in order to reach a satisfactory solution.

F: Other Exceptional Circumstances

The school will determine whether or not an absence is exceptional and whether it can be authorised or not. The absence may only be authorised prior to the event by the Headteacher.

Monitoring and review

This policy is monitored by the Headteacher, who reports to governors on request about the effectiveness of the policy.

The effectiveness of this attendance policy is reviewed annually by senior management. This is carried out by examining the attendance figures and late book. Information is analysed for patterns of attendance and lateness.

This policy will be reviewed in two years, or earlier if necessary

Chairperson's Signature:

Approved at Governors' Meeting held on:

To be reviewed: **Term 2 2020**

SYWELL C.E.V.A.PRIMARY SCHOOL**GUIDELINES FOR USING CORRECT CODES TO RECORD ABSENCE DETAILS**

NB: A **DIARY** is kept by the telephone for recording calls each morning so that staff may be informed about an absence (by the call recipient) and registers completed according to given codes below.

A **LATE BOOK** is kept in the office for all children arriving late, either before or after the close of registration AND for those leaving the premises to attend an appointment or sent home sick. Registers will be completed according to given codes below.

Absences should be recorded in pencil until confirmed in writing. Admin staff will make amendments as required, eg: late calls, entries from the late book, etc. Upon receipt of a letter, ink in the absence – either C or H (leave others for office completion)

Mark **	Description
/ or \	Present in classroom - (*up to 9.00am/ up to 1.10pm) - includes children who may leave during session for an appointment
B	Educated off site
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (ie. Present at another school or at a PRU)
E	Excluded but no alternative provision made
G	Family holiday(not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for absence provided yet
O	Other authorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Day set aside for religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Untimetabled sessions for non compulsory school age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils

** Pupil absences recorded manually in registers and electronically