



Dry Drayton CE (C) Primary School

Attendance Policy

December 2017

Statement of Intent

Dry Drayton CE (C) Primary School aims to work together with parents/carers to ensure that all children registered at the School attend both regularly and punctually. Research clearly shows the link between regular attendance and educational progress and attainment. Parents/carers and school staff should work in partnership in making education a success and ensuring that all children have full and equal access to all that the School has to offer. As a School we will work with parents and carers to ensure that their child achieves maximum possible attendance and that any problems are identified and acted upon

Parents'/Carers' Responsibilities

Parents/carers should ensure that if their child is to be absent from School for any unanticipated reason, such as sickness, they should contact the School by 9.15 am at the latest on the first morning of absence. This may be done by telephone, email, letter, or in person at the School Office.

Parents/carers may not authorise their child's absence – only the School can do this on the basis of the explanation provided by the parents/carers. Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.

Examples of authorised absences are

- Illness of the child
- Hospital/dental/doctor's appointment for the child
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

Parents/carers are requested to inform the school of any circumstances which might affect the child's attendance.

Leave of absence

The Education (Pupil Registration) (England) (Amendment) 2013 states that *Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained state school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*

Examples of exceptional circumstances are:

- If a parent, grandparent or other close relative is seriously ill and the proposed holiday is likely to be the last such holiday;
- If there has been a significant trauma in the family recently the Head Teacher might consider that an immediate holiday would enable the child concerned to better deal with the situation

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- Parents/carers in all cases do not have any entitlement to take their child out of School and must apply to the School for permission in advance of any such holiday. The Head Teacher will determine the number of school days a child can be away from school if leave is granted.

All applications will be treated on an individual basis by the Head Teacher. Requests for periods of leave which coincide with SATs (Years 2 to 6 inclusive) will not be granted. Parents/carers will be informed of the decision of the School by letter. If the School does not agree absence, and the child is taken on holiday, absence is unauthorised.

Issues of which Parents/Carers need to be aware

If the School does not agree to grant leave and parents/carers take their child on holiday then this will be counted as unauthorised absence (truancy). Should leave be granted as a result of exceptional circumstances but the child remains absent for longer than agreed, this extra time will be recorded as unauthorised absence (truancy). Should a child fail to return to School the school should contact the LA to record the child as 'missing'. The School will also inform the Education Welfare Service.

Any pupil who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 days or more, will be reported to the local authority.

School Responsibilities

The School will record and monitor attendance in accordance with the statutory requirements. The School will set an annual target for attendance related to the Ofsted benchmark (currently 96%).

Registration opens at 9.00 am and at 1.15 pm. Registration will close at 9.15 am and at 1.25 pm. After closure of registration a child will be recorded as authorised absence if an acceptable reason is received or unauthorised absence if an unsatisfactory reason is received.

Teachers will complete registers in accordance with the guidance contained in the staff handbook. Registers will be monitored by the office staff to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.

Should a class teacher have particular concerns about an individual child's attendance or punctuality, a note should be sent to the office and/or raised directly with the Head Teacher.

IMPORTANT

Child Protection and Safeguarding concerns must be acted on immediately, in line with the School's Safeguarding and Child Protection Policy.

Should a child be absent the class teacher or office staff will enter the appropriate code in the register. Should no explanation be received from the child's parent/carer, the office will endeavour to make contact with the parent/carer. Individual causes of concern may trigger more rapid procedures to be implemented.

The office will regularly review attendance data and will use this data during meetings with the Head Teacher and/or the School's Education Welfare Office ((EWO). These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the School and the EWO. Parents will be asked to come into the school to discuss their child's attendance if it is causing concern.

Attendance figures are reported half termly to the Governing body by the Head Teacher.

Policy Review

The Policy statement will be reviewed in line with the rolling programme of Policy reviews.

Head Teacher: Date: December 2017

Chair of Governors: Date: