



Attendance Policy

Reviewed September 2023

This policy reflects the vision and aims of the School by:

- ✚ Encouraging staff, parents and pupils to maximise the learning experience in order that all Pupils reach their full potential.
- ✚ Providing clear procedures for involving parents relating to school attendance.

Principles

Regular and punctual attendance is of paramount importance in ensuring that all pupils have full access to the curriculum. Valuable learning time is lost when pupils are absent or late. Pupils should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Pupils are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- ✚ **parents keeping pupils off school unnecessarily**
- ✚ **truancy before or during the school day**
- ✚ **absences which have never been properly explained**

Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Placing Local Authority (if appropriate the Social Worker).

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

1. Contact the parent/carer initially for an explanation of the absence
2. Supportive measures put in place to address any issues raised by the young person or parent/carer
3. Invite the parent/carer in to school for a meeting if the absence is unexplained or unauthorised
4. If the absence is persistent:
5. An initial letter will be sent detailing the importance of attendance and offering further support and advice to parents/carers
6. A further letter will be sent detailing the consequences of continued absence from school
7. Parents can face legal and financial sanctions if their child fails to attend school;

It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

Information about individual school targets

The school has adopted the following attendance targets:

Any attendance which falls below 95% is enough to set off initial concerns records.
Attendance of less than 90% should become a cause for concern.

Those people responsible for attendance matters in this school are:

The head teacher and school admin team

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

(date)

See Also Positive Behaviour Policy for Improper absence procedure.

Appendix 1 Parent Guidance Absence from School

Sickness

If your child will be absent from school through sickness, please contact the School Office by 9:00 a.m. If they will be absent due to a medical appointment then please inform the School Office as soon as possible.

All other absences and holiday requests

DfE regulations regarding absence no longer permit

Headteachers are not to authorise any leave or absence from school unless the circumstances are 'exceptional' relating to a 'one off' isolated situation. Any such request must be submitted in good time in writing

The link below will take you to information related to absence from school during term time.

Further information can be found on the DfE website by clicking the following link:

[DfE information](#)