



To believe, to achieve, to succeed – together

Attendance Policy

Principles

The Governors of Croughton All Saints C of E Primary believe our pupils deserve the best possible education. We believe that positive behaviour, regular school attendance and punctuality are central to raising standards and pupil attainment. The school curriculum is very full and any time missed cannot be replaced.

We take attendance seriously and have put a lot of time and energy into getting our procedures as efficient and effective as possible. We trust that all parents will work in partnership with us to ensure that all our pupils receive full time education which maximises opportunities for each child to achieve the best they can.

Aims

- To raise achievement by ensuring the highest standards of attendance and punctuality
- To work in partnership with parents, carers, pupils, school and the wider community to support maximum attendance and punctuality
- To promote a consistent whole school approach to all matters relating to attendance and punctuality
- To continue to develop positive and consistent communication between home and school to achieve high standards of attendance and punctuality
- To develop a systematic approach to gathering and analysing attendance related data in order to identify patterns and trends
- To develop parents, carers and pupils knowledge and understanding of the legal position regarding attendance and punctuality
- To promote effective partnerships with the Educational Welfare Service (EWS) and other services and agencies
- To implement a system of rewards and sanctions

The Law

The Law is clear on absence: "only the school, within the context of the law, can approve absence, not parents". (p 21, DFE guidance book, School Attendance, May 1994 & School Attendance: Information for parents leaflet 2008)

An explanation is required for all absences by the Local Authority Children and Young People Service to safeguard against truancy which may have a contributory factor to anti-social behaviour and may place children at risk.

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It is the parents' responsibility to ensure that their child/ren arrive at school on time, properly attired and in a fit condition to learn (not overtired or unwell). It is the school's responsibility to ensure that parents are fulfilling these requirements.

Procedures

Setting good attendance patterns from an early age is essential. Regular attendance is dependent on good relationships between home and school. At Croughton All Saints we expect all our parents and pupils to have the proper respect for education and those who deliver it. We expect parents to work in partnership with our school to ensure that pupils do not miss their full entitlement and jeopardise their learning.

Acceptable attendance rate

The governors and school value 100% attendance. Children who achieve 100% attendance are awarded a certificate in recognition of their commitment to regular attendance. We would expect the vast majority of pupils to achieve at least 95% attendance as a minimum. Pupils achieving 90% or less attendance would evoke concern and will promote prompt action from the school.

Authorised absence

The Department for Children and Families (DCSF) guidelines to all schools state that absences may only be authorised at the Headteacher's discretion for the following reasons:

- A child is ill or receiving medical attention
- Days of religious observance (notified in advance)
- Absence due to family circumstances (e.g. bereavement, serious illness)

Unauthorised absence

Unauthorised absences are those where:

- No letter or acceptable explanation is provided by parents/carers
- The reason for the absence does not fall into one of the categories of authorised absence as above
- Absence of a pupil where concerns have already been aired and patterns and overall attendance rates are unacceptable

The DCSF guidelines state that the following activities would classify as **unauthorised**:

- Minding the house
- Caring for a relative
- Awaiting repair people
- Shopping
- A birthday or family celebration
- Family holiday

Holidays

Croughton All Saints CE Primary School policy about term time holidays is in accordance with Government guidelines. Children are at school for 190 days in the year. That leaves 175 days including statutory holidays.

If the Headteacher has not authorised the leave, and your child is out of school for over 10 days, absence may be referred to the Local Authority.

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When no reason is given, or a reason is considered unsatisfactory the absence will be recorded as unauthorised. All unauthorised absences will be reported to the Local Authority Children and Young People Service for investigation.

Governors

The governing body expects the school to regularly monitor attendance and punctuality and report all attendance figures with an overview of incidence of attendance less than 90%. The governing body expects the school and parents to address attendance concerns and work in partnership to resolve them.

Registration

Registers are taken twice a day, at 8:55am every morning and at 1:00pm every afternoon.

Registers are transferred to the office after each registration where data is transferred on to the SIMS attendance Module.

A black pen is used to register presence, and a zero for absence, with the authorisation code written inside the absence mark.

Authorisation Codes

A list of codes is clearly displayed inside each register, and is be used at all times.

Late Arrivals

At Croughton All Saints we believe being on time is also vital. Arriving late can be very disruptive for both the child and other children in the class. All children arriving after the school gates are closed at 9:00 am should report directly to the school office to ensure accurate absent and late records are kept. KS1 children are then accompanied by the Business Manager to their classroom. The Headteacher will report repeated lateness to the Children and Young People Service for investigation.

Illness

Parents are expected to notify the school before 9.30 am if a child is absent through illness, on the first day of absence. This may be by letter, telephone call or in person - the record of the latter will be entered on the daily absence sheet. One attempt to phone parents of any children not accounted for after 9.30 am will be made.

Medical and Dental Appointments

Parents are expected to make every effort for appointments to take place out of school time. When this is unavoidable, parents must seek prior permission from the Headteacher **in writing**. Parents will be asked to produce medical evidence such as an appointment card. Absences can only be authorised by the school. Parents are expected to restrict this time to a minimum, and we expect the child to be returned to school as soon as possible that day.

Date adopted by the governing body:

Policy Review Date: _____

Signed: _____

Chair of governors: _____

Headteacher: _____