

St Hilda's CE Primary School

Attendance Policy

This policy has been developed in line with our healthy schools status through consultation with the whole school community.



Rationale

St Hilda's C of E Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible. It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils. Our school/college will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance. If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Guidelines

We give high priority to attendance and punctuality by making the roll call an event in its own right. It is used as an opportunity for staff to talk to each child individually, sometimes calling the register in a foreign language, or in a particular way or involving the children in undertaking the electronic register themselves. A comprehensive reward system has been established to encourage continued good attendance and punctuality;-

Certificate and pen/pencil for 100% term attendance

Certificate and medal for 100% year attendance(1-3yrs)

Individual trophies/awards for further full attendance as appropriate

Weekly class attendance announced in Good Work Assembly

Shield presented termly for classes with best attendance

Photographs prominently displayed of all good attenders

Punctuality award presented weekly to the best class

Annual prize for class with best punctuality score.

Coverage in school Newsletter and local press when appropriate

Registration begins at 9.00 a.m. and the register is closed at 9.30 a.m.

We recognise the importance of early intervention and ask parents for written/verbal explanations of pupil absence – following these up with a parental interview, if necessary.

We work with the EWO to regularly monitor and review absences All staff complete the electronic register using the consistent, approved system of appropriate categorisation of absence. Any concerns about individual pupils are reported directly to the Headteacher or Learning mentor who decide appropriate action and monitors the results .

If a child is well enough to be in school, then they are expected to be well enough to participate in the usual curricular activities scheduled for the day (Outdooe playtimes and lunchtimes, Forest School Curriculum, Educational trips and visits and PE activities including swimming.) In exceptional circumstance, usually with a written recommendation from a qualified medical practitioner (GP/hospital etc) children are encouraged to attend school but exempt from certain physical activities(e.g. whilst child is recovering from a fracture/non contagious infection or where prolonged absence from school is regarded as detrimental to the individual learner.

Medical Appointments

Where possible routine medical appointments (Doctors, dentist) should be taken out of school time. If this is unavoidable pupils should attend school immediately prior to and following an appointment. Where a child misses more than half the morning or afternoon session because of a medical appointment this will be recorded as '*authorised absence*' in the school register.

Extended Visits- Holidays during term time.

From September 2013 there have been revisions to the law: The Education (pupil registration) (England)(Amendment) Regulations 2013 No 756

This states that that “leave of absence during term time shall not be granted unless there are ‘exceptional circumstances’”

Governing Body of St Hilda’s has been advised by the Local Authority that 'exceptional circumstances' have been defined as being trauma or bereavement of a close family member (which requires immediate departure from the UK) , unique situations due to parents' work/ employment commitments which have been verified by the employer or an opportunity for a holiday for a terminally ill family member

Planned future journeys to visit a sick relative, to visit family or to take holiday or Hajj no longer fall into this definition and can no longer be authorised by the school.

Extended visits without permission, and failure to return from an extended visit within the agreed time of a maximum of 10 school days will result in absences being recorded as unauthorised. This will involve the attendance officer and may result in a fixed penalty fine of £120 per parent, per child, being imposed and the family being removed from the school roll.

Sicknotes from Bangladesh can **not** be accepted as mitigating circumstances, neither will missed or cancelled flights.

Parents requesting leave of absence in term time should continue to contact the school in the first instance where the individual circumstances will be reviewed by the Headteacher. The Headteacher will refer cases to members of the Governing Body for a final decision.

Informing parents

A copy of this policy will be circulated to all parents and will be available on the school website. Parents are invited to a meeting in the Autumn term, which is led by the attendance officer, to discuss matters concerning this policy.