



Ancaster

Church of England Primary School

Attendance Policy

"Be the Best You Can Be!"

The school aims to work together with parents/carers to ensure that all children registered at school attend both regularly and punctually.

Signed by Chair of Governors or Committee Chair:	Approved by the Governing Body and Headteacher at a meeting held on:
Signed by Headteacher:	
Next Date of Review:	Associated policies: Child Protection/Safeguarding

Parent/Carer Responsibilities

- Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular basis.
- Parents/carers should ensure that if their child is absent from school for any unavoidable reason, such as sickness, they should contact the school as soon as possible (ideally by 8.30am), preferably on the morning of each absence. This may be done by phone or in person.
- Parents/carers may not authorise their child's absence-only the school can do this on the basis of the explanation provided (should parents/carers fail to provide a satisfactory reason for their child's absence, the school will record such absence as unauthorised).
- Parents/carers should ensure that their child arrives at school in time for the start of registration (8.50am). If a child arrives after 9.00am, the parent/carer should take their child to the school office to sign their child in and provide a documented explanation for why a child is late.
- Parents/carers should avoid booking family holidays during term time. Leave for family holidays will always be unauthorised in accordance with the 'exceptional circumstances' guidance provided to school from the DfE in September 2013.
- If parents/carers feel there is a genuine 'exceptional circumstance' which will mean their child will be absent from school, a form (available from the school office) must be submitted to the Headteacher and a reply will be given within 3 working days with a decision.
- Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice and evidence is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

School Responsibilities

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be called twice daily (at 8.55am and 1.20pm). Registers will close at 9.00am and 1.25pm. Any child arriving after the closing of the register will be recorded as 'late' for that session.
- Teachers will complete registers in accordance with the guidelines in the Information Management System (Integris). Attendance will be reviewed daily in order to ensure that these are being satisfactorily maintained and to ensure that any potential attendance issues are identified at an early stage.
- An attendance record will be printed off monthly for the Headteacher to check. Any emerging issues will be discussed with parents informally. An initial letter will be sent out to parents/carers whose children's attendance falls below 95% in December. A further check and letter will be sent out in April. Letters are amended when the attendance thresholds fall below 95%, 90% and 85%. Clear expectations for improvement will be communicated and if necessary, a plan will be implemented to ensure that engagement with the school in improving attendance is initiated.
- Pupil attendance is also communicated to all parents in November and March via the Pupil Profile Sheet. This uses a traffic light system for parents to see how attendance is judged in line with school and national expectations.
- Letters will also be sent to parents where lateness is an issue. These letters will be sent at the same time as the analysis for main attendance is conducted-each December and April.
- Should a child be absent, the class teacher will enter the appropriate code in the register.
- Should no explanation be received from the child's parent/carer, the administrator will endeavour to make contact with all names on our identified contact list until we are given a reason for absence.
- All absence notes from parents should be collected and sent to the school office. Only absence notes relating to a particular concern/query should be brought to the attention of the Headteacher.
- The Headteacher will regularly collect attendance data and will use this data to inform next steps. Any further meetings will agree on attendance thresholds and targets and will identify respective tasks and follow up actions for both the school and the parents.
- The school will employ a number of strategies to promote regular, punctual attendance: the

Headteacher and Class Teachers will communicate regularly with parents/carers on attendance matters; appropriate personal encouragement or congratulation will be offered to all children; clear attendance information will be included in the Home School Partnership as well as the Pupil Profile Sheets.

- The Headteacher will report attendance information to the Governing Board via the Headteacher's Report to Governors three times per year.
- Religious observance (where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong). If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart and this absence will be authorised.
- Traveller pupils travelling for occupational purposes (this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers). Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.