



Paulerspury C.E Primary School

Attendance Policy

Date written:	<i>January 2016</i>
Written by:	<i>Mr Nicholas Edwards</i>
Agreed by Governing Body:	<i>February 2016</i>
Staff consultation:	<i>January 2016</i>
To be reviewed:	<i>Every two years</i>
Next review:	<i>January 2018</i>

Aims and Objectives

Paulerspury Primary School aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality. The school sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels. The school aims to achieve excellent levels of attendance and punctuality to enable all pupils to take full advantage of the education opportunities available to them. To achieve this, the school will not authorise leave of absence except in exceptional circumstances as detailed in this policy document. The Head teacher and Governing Body will exercise their right to decline such leave if reasonable alternatives are available.

Rights and Responsibilities

Improving attendance at Paulerspury Primary School is the responsibility of everyone in the school community – pupils, parents, governors and all staff.

Pupils

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their Class Teacher and if the need should arise, from the Head teacher. At the end of each year, pupils whose attendance is very good will be presented with rewards.

Parents/Carers

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, parents are requested to notify the school on the first day of absence before 9.30am. A pupil's absence from the school will be considered as unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance drops below 90% will be written to by the Headteacher stating that the attendance will be monitored, at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

School

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. All absenteeism will be investigated closely and promptly through liaison with parents. Staff will respond to all absenteeism firmly and consistently.

Authorised and unauthorised absence

Absence from school will be authorised if it is for the following reasons:

- Genuine illness – if it is for longer than a week then a medical note will be requested
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement, weddings, etc.

Absence from school **WILL NOT** be authorised for:

- Birthdays
- Caring for brothers/sisters/relatives
- Holidays as stated below

Holiday Absence

Rationale for inclusion in this policy:

To reduce the number and frequency of term time holidays
To reduce the potential negative impact of term time holidays on children's education.
To ensure the policy is transparent to parents

Policy implementation:

Paulerspury Primary School will not authorise absences for holidays, however in exceptional circumstances the Headteacher and Governing body may authorise absence up to a maximum of 10 days. Absences of longer than 10 days will not be authorised.

Definition of exceptional circumstance:

Parent/Carer's holiday pattern determined by employer (parents must be prepared that a letter may be requested from the employer to verify this).
Visiting relatives who are seriously ill, celebrating a wedding or taking a child abroad for medical treatment.
To request any planned absence, parents should use the attached form.

School will not authorise term time holidays in the following circumstances:

Where there is a pattern of the same holiday request year on year.
Where there have been previous term time holiday absences of any length in the same Key Stage (for this purpose Foundation Stage and Key Stage 1 count as the same Key Stage.)
Where pupils are in Year 2 or Year 6 (national curriculum testing years)
Where there is a retrospective request for term time holiday
Where there is a history of poor attendance
Where there is failure to evidence that any request is due to an exceptional circumstance.

If parents believe exceptional circumstances exist, they must explain the detailed reasons in writing to the Headteacher. A letter should be attached to the school's Leave of Absence Form (Appendix 1). Members of the school's Governing Body may be consulted before any decision is reached. Parents must complete this procedure before making any travel arrangements. The final decision will be given within five school days. Multiple applications within one school year will automatically be refused.

Registration

Registers will be called punctually each day at 9.00am and 1.00pm. If a pupil arrives not more than 30 minutes after the registration period, they must report to the school office for signing into the late register. They will then be registered as 'late' for that session. If a pupil arrives 30 minutes or more after the closure of the register, they must advise the School Office and will be entered into the lateness register. They will be registered as unauthorised absent for the session unless an appropriate explanation is received. Questions are often asked about when a register is closed. The Local Authority's policy to schools is that the register is open whilst it is with the teacher. When it is returned to the School Office it then remains open for 'late' arrivals for 30 minutes. Any student missing more than half the session should clearly be registered as unauthorised absent unless an appropriate explanation is received.

Attendance Codes

The following codes are used in the registration process:

Key to Codes

- / Present (AM)
- \ Present (PM)
- B Educated off site (not Dual reg.)
- C Other authorised circumstances
- D Dual registration
- E Excluded
- F Extended family holiday (agreed)
- G Family holiday (not agreed)
- H Family holiday (agreed)
- I Illness
- J Interview
- L Late (before registers closed)
- M Medical/Dental appointments
- N No reason yet provided for absence
- O Unauthorised Abs
- P Approved sporting activity
- R Religious observance
- S Study leave
- T Traveller absence
- U Late (after registers closed)
- V Educational visit or trip
- W Work experience
- # School closed to pupils & staff
- Y Enforced closure
- X Non-compulsory school age absence
- Z Pupil not on roll
- All should attend / No mark recorded



Paulerspury C.E.V.C. Primary School

Application for Leave of Absence

Name of Child _____

Reason for Leave of Absence _____

There is a holiday letter attached

I request permission for the above named child to be absent

From _____ To _____

Signature _____

Print Name _____

Date _____

Confirmed by the Head Teacher/Governing Body

Date: