



Eccleston C.E. Primary School

Let Our Light Shine

Attendance Policy

Pupil Welfare and Safeguarding Policy

Reviewed: Autumn 2018

Approved by the Pupil Welfare and Safeguarding Committee:
Autumn 2018

Approved by Full Governing Board: Autumn 2018

Signed by Chair of Governors:

Review Date: Autumn 2021

ECCLESTON C.E. PRIMARY

Attendance Policy

At Eccleston C.E. Primary School we believe that children learn most effectively if they:

- Attend school regularly
- Arrive and leave school on time
- Do not attend school if they are unwell

Statutory Framework

Under section 7 of the 1966 Education Act, all children of compulsory school age must receive suitable education whether by regular school attendance or otherwise.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise absence. Only if the school is satisfied as to the validity of the explanation offered by the letter or message will the absence be authorised.

Attendance figures are monitored by the school and the local authority, working towards specific targets.

Rights and Responsibilities

Improving attendance at Eccleston CE Primary School is the responsibility of everyone in the school community - pupils, parents and 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

Parents

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, or late, parents are requested to notify the school as possible - by a telephone call, letter or email. A pupil's

absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours, or from taking holidays during term time.

School

The school will employ a range of strategies to encourage good attendance and punctuality and will promptly investigate all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

Registration

Registers will be called promptly at **9am** and **1.05pm** and will be marked in accordance with the list of symbols issued by the local authority.

Registers will close at 9.15am and 1.15pm. If a pupil fails to arrive before registers close, he/she will be marked as late.

Class teachers will take registers in their class and will notify office staff who will check for any absentees, phoning the parents/carers as soon as possible if no message has been received.

The Education Welfare Officer will inspect all registers annually to ensure that correct procedures are being followed.

Late arrival/Early departure

A child arriving late or leaving early may seriously disrupt not only his/her learning but that of other children.

Repeated late arrivals will be monitored by the school.

Authorised/Unauthorised Absence

The Headteacher will decide whether an absence is authorised in accordance with LA/Government guidelines.

Term time holidays will only be authorised in exceptional circumstances, such as a family wedding or funeral or if the child's parents are armed force workers.

Where the school and the parents/carers fail to reach an agreement and the child is then absent from school, the absence must be marked as unauthorised.

Where the parents/carers keep a child away for longer than agreed then the extra time will also be marked as unauthorised, except in exceptional circumstances.

Special Occasions

A 'special occasion' is one which is unlikely to occur in the foreseeable future, e.g. family wedding, as opposed to a birthday or shopping trip. Absence for a 'special occasion' will not be authorised during SATS for Year 2 and Year 6 unless the circumstances are exceptional.

Medical Appointments

While we appreciate that appointments have to be taken when they are available, parents/carers are encouraged to make them towards the end of either a morning or afternoon session.

Absence can be unauthorised if:

- No explanation is forthcoming
- The school is dissatisfied with the explanation
- The pupil is absent for unexceptional special occasions, e.g. a birthday
- The pupil is away from school on holiday for a period of time longer than negotiated with the school
- The pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday

Procedures for following up absence

If a pupil is persistently absent without adequate explanation, the Headteacher will write to the parents and invite them to attend a meeting at school.

If a pupil returns to school after a period of absence and the parents' explanation is unsatisfactory the Headteacher will contact the parents.

If a pupil is persistently absent or late and the school's effort to effect improvement have been unsuccessful, the situation will be referred to the Local Authority.