



Attendance Policy

St David's C of E Primary is committed to providing a full and efficient educational experience for all pupils. It is also committed to meeting the Department of Education and Devon targets for raising levels of attendance as set out in the Devon Local Authority Attendance Strategy. We believe that if pupils are to benefit from education, good attendance is crucial. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of the school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100% attendance for all our pupils.

It is essential that everyone involved in promoting attendance is clear about the important role it plays in raising standards. Attendance promotion is the responsibility of the whole school and staff are made aware of the requirements of the registration process.

Our school will give 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 a concern about attendance.

To achieve these aims the school has:

Annual attendance targets

Clear procedures on recording and monitoring absence

A regular practice of reviewing punctuality and lateness

A comprehensive procedure for taking formal action when a child's attendance is unsatisfactory

Authorised/Unauthorised absences

If a compulsory school-age pupil is absent, the register must show whether the absence is authorised or unauthorised. It must also record the nature of any approved, supervised educational activities.

Acceptable reasons for the authorisation of absences are:

- Illness
- Exceptional family circumstances such as a bereavement
- Days of religious observance
- Unavoidable medical/dental appointments (point 1 below)

Absences from school should not be authorised for:

- Holidays not agreed
- Birthdays

- Shopping
- Looking after family members
- Visiting relatives
- Truancy

(1) **Medical/dental appointments**

All routine (non-emergency) appointments should be made, whenever possible, outside of school hours. Should a child need to have an appointment during school hours, evidence of this appointment should be provided. If evidence is not provided, school should consider unauthorising the absence. This decision should be made at the discretion of the head teacher.

(2) Requests for **Term time holiday**

From the 1st September 2013, amendments to the **Education (Pupil Registration) (England) Regulations 2006¹** came into force.

Head teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. All applications for absence in term time should be directed to the Headteacher and must be received at least two weeks before the requested date. Financial constraints will NOT be deemed to be an exceptional reason for absence being granted.

Parents / carers who take their children out of school without authorisation could be subject to a £60 penalty notice per child, per parent from the Local Authority.

Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Registration

The school is responsible for recording pupil attendance twice a day: at 9.00am and 1.00pm (KS1) and 1.15pm (KS2). Any child arriving ten minutes after registration will be marked late. If more than ten minutes, then the child will be deemed to be absent for the session unless school has received prior notification of a medical or dental appointment. If no such notice has been received, the session absence will be unauthorised.

Lateness

Research shows that there are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the pupil which over a year can add up to a significant proportion of their time at school.
- The disruption to other children in their class as the teacher's attention is taken from the task at hand.

We take the following steps to minimise the impact of continual lateness

- School doors/rear gate to be locked at 09.00 am prompt. Pupils who arrive after 09.0 am should be considered 'Late' (L) and be required to enter the school via reception to sign

in and record the reason for their late arrival. Pupils who arrive after 09:10am should be considered as 'Late (after registers close)' (U).

- All children's attendance records are checked every half term for 'Late (before registers close)' (L) and 'Late (after registers close)' (U). Where either/or these late arrivals cumulate to 5 or more in a half term the school will write to parents/carers of the pupil in question to discuss any support needs.
- If a pupil is arriving 'Late (after registers close)' (U) (unauthorised absence) on a regular basis the child will be referred to EWO and may be subject to Fast Track procedures.

Authorised and Unauthorised absences

If a child is unable to attend school, parents should notify the school on the first day of their child's absence giving a clear reason. Details will be recorded in the school absence book. If the absence continues, parents should make daily contact with the school.

On a weekly basis, letters are produced and sent to all parents whose child has been absent with no explanation. If no adequate timely response is received, the absence will be recorded as unauthorised.

Formal Action

Half termly checks will be made and any attendance record that has fallen below 93%, or shows a concerning pattern, will be referred to the Education Welfare Officer who may take appropriate action which extend to Penalty Notices.

Publication of school attendance

Targets for school attendance are set on an annual basis in accordance with legal requirements. The school attendance policy and procedures will be published on the school website. Parents will receive details of their child's attendance percentages with the annual school report, but may request their child's attendance figures at any time.

Celebration of good attendance

Each term children with 100% attendance for that term will be rewarded with a certificate.

Review

This policy will be reviewed by the Curriculum committee in line with the school's policy review programme

Signed..... Date.....

(Chair of Governors)