



## **Roxwell C of E PRIMARY SCHOOL**

### **ATTENDANCE POLICY**

**Ratified: July 2019**

**Review due: July 2020**

#### **Rights and Responsibilities**

Improving attendance at Roxwell 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, initially from their class teacher.

#### **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 unable to attend, parents are requested to notify the school by phone call before 9am on every day of absence. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent. Parents will be promptly informed of any concerns which may arise over a child's attendance.

Parents whose first language is not English or have literacy problems will be offered appropriate support from school in matters of communication.

#### **School**

Staff will endeavour to encourage good attendance and punctuality through personal example.

#### **Registration**

Registration starts at 9am and at 1pm for all the children. This will be entered directly on to the schools SIMS registration system.

If a pupil fails to arrive before the registers close, he/she will be marked as an 'L' for a late absent coding. Pupils who arrive after 9am, should report to the office and parents will need to sign the School Late Book. If children are late it is the responsibility of the parent to stay with their child until the office staff let them in. If a pupil is persistently late, the Headteacher will meet the parents to address the concern.

Registers will be inspected half termly in order to ensure that correct procedures are being followed.

### **Authorised/Unauthorised Absence**

It is vital that all staff adhere to the same criteria when deciding whether or not to authorise an absence.

#### **Absence can be authorised if:**

The pupil was absent with leave authorised by the Headteacher in exceptional circumstances; the pupil was ill 'or prevented from attending by any unavoidable cause'; the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs; there is a family bereavement; the pupil is attending an interview for a place at another school; the pupil is attending an approved off-site activity or is receiving special off-site tuition; the pupil is attending a Pupil Referral Unit; the pupil is participating in an approved public performance; or the pupil is involved in an exceptional special occasion (e.g., if a pupil is attending the graduation of an older sibling or wedding of close family member).

#### **Absence should be unauthorised if:**

No explanation is forthcoming; the school is dissatisfied with the explanation / or letter supplied; the pupil is shopping during school hours; the pupil is absent for unexceptional special occasions (e.g. a birthday); or the pupil is away from school on a family holiday.

### **Procedures for Following Up Absence**

If by 9am of any day of absence the school do not receive a phone call, the office will try to contact the parents and other contacts on the given contacts list. This will consist of a phone call or email. If the school is unable to locate the child and is concerned about his or her well-being, child protection procedures will be followed. If a pupil is persistently (or intermittently) absent, the Headteacher will write to the parents and invite them to attend a meeting at school. In certain cases, illness absence will only be authorised with medical evidence. All telephone messages regarding absence/lateness are to be recorded on a note and entered on the SIMS systems. If attendance drops below 95% the Headteacher will make contact with the parents.

### **Children at Risk of Missing Education**

The school will inform the local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;
- Have been permanently excluded.

The local authority should be notified in advance of the deletion, when the school becomes aware that the deletion will be made. The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The local authorities has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

### **Monitoring**

The Headteacher will report attendance and punctuality analysis to the Governing Body on a termly basis. This will include whole school attendance percentages, the percentage of persistent absentees and the school's response to attendance/absence/punctuality issues.

The Safeguarding Governor, on behalf of the Governing Body, will monitor individual cases more closely on a termly basis as appropriate.