



WROXTON CE PRIMARY SCHOOL

ATTENDANCE POLICY

As a school we aim to:

- Maintain an attendance rate of a *minimum* of 96%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason.
- Arranging dental and doctor's appointments out of school hours or during school breaks. We appreciate hospital appointments are different.
- Sending in a note explaining the reason for absence on your child's return to school after an illness if you did not phone on day 1.
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness.

We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible.
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school prospectus.
- Publish our attendance rate in the school brochure and the Governing Body's Annual Report to parents.
- Acknowledge and reward good attendance.
- Publish your child's attendance rate on her/his annual school report.
- Let you know if we have concerns regarding your child's attendance.
- If we continue to have concerns make a referral to the School Attendance Officer, who visits the school regularly to review and support attendance matters.

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are **rare** occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as “unauthorised absences”. Examples of unauthorised absence are:

- Waiting on a delivery
 - Going for a family day out
 - Sleeping in after a late night
 - Non-attendance at whole school / class / phase event unless exceptional circumstances.
 - Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
 - Going shopping or for a hair cut
 - Because it is your child’s birthday
 - Unapproved Holidays
- Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.

Punctuality

- Morning registration is at 8.45am This is the time your child must be in the classroom, so you need to ensure your child is coming through the school gate by 8.45am. Doors open at 8.40am
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected.
- Arrival after the close of registration may be marked as unauthorised absence in line with the DCfS guidance.
- We will let you know if we have concerns about your child’s punctuality.
- Children who remain uncollected at the end of school time will be referred to a place of safety if not collected or the school contacted by school closing time.

Term Time Leave of Absence

We are always concerned about the amount of school time pupils’ miss as a result of family holidays. There is no entitlement to time off in term time. The governors will no longer permit holidays taken in term time. However, we are aware that for some parents they have no control over when their main holiday is and so these requests will be looked at individually.

- If the school does not agree and you take your child on holiday, the absence will be unauthorised.
- Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their work. Valuable learning time is lost. A **good** understanding of the work can only take place when the pupil is in the classroom

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and

avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.

Name:

Signed

Date:

Position:

Review: September 2019



Leave of Absence Request Form

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays and we ask parents not to request them unless they are for *truly* exceptional circumstances (see below).

Points to remember:-

- The Government has made it clear that parents **do not** have an automatic right to withdraw their child from school during term time.
- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationship with others.
- Term time breaks when added to unpredictable absences e.g. for medical reasons, all add up. ***Learning time lost from school cannot be replaced!***
- **If the absence is not authorised and the holiday / time is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty Notice to each parent for each child taken out of school.**

*****We would ask that no Year 2 or Year 6 child is taken out of school during April or May as this period is when they are prepared for and take statutory assessments (SATs) *****

From September 2013 family holidays/leave of absence will only be authorised in exceptional circumstances e.g. • Religious observance • Family bereavements • Service personnel prevented from term time holidays • Family crisis/serious issue meaning family needs to spend time together • Certain exams and recognised short time sporting/ cultural activities (evidence needed)
* absence forms are not needed for illness- follow usual procedures*

Name of child	
Class	
First date of absence	Date of Return
Number of days requested	
Has leave of absence been requested in term time before?	Please give details
Please give full details of the <i>exceptional</i> reasons for this term time absence request (please write a letter or continue on a separate sheet as necessary)	

Signed: _____ Name _____
Date _____

When considering requests for leave of absence the headteacher will, on behalf of the Governing Body take the following into account: • The child's previous attendance history • The time of year (SATS or tests or preparation for them) • The nature of the trip (is likely to be a one off exceptional experience).
• Proof that the parent(s) have employer restrictions for taking of holidays • Other truly exceptional circumstances

Please give us **at least two weeks notice** of absence requests. If in doubt or you need help or advice please speak to the office or arrange to speak to the headteacher

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE we will then send out a letter authorising or not authorising the absence request.