

## **SCHOOL ATTENDANCE POLICY**

Caldew Lea Primary School is committed to the principles stated in our document. We believe sincerely that all pupils benefit from the education we provide, and therefore from regular school attendance. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

### **Aims**

School aims to ensure that:

- All pupils have an equal right, and access to, an education in accordance with the National Curriculum, or agreed alternative.
- No pupils will be deprived of their education opportunities by, either their own absence or lateness, or that of other pupils.

It is recognised that:

- The majority of pupils want to attend school to learn, to socialise with their peers, and to prepare themselves fully to take their place in society.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act).

### **Expectations**

School expects that all our pupils will:

- Attend school regularly.
- Arrive on time and be appropriately prepared for the day.
- Carry out any work provided by the school during an authorised leave period.

School expects that parents will:

- Endeavour to keep health appointments out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school.
- Fulfil their legal responsibilities and ensure their child attends school.

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- Contact school, as soon as is practical whenever their child is unable to attend school.(First day of absence only is required)
- Seek permission from the school for any leave of absence. The Headteacher has the right to refuse authorised attendance in accordance with LEA guidelines.

Parents and children can expect the following from the school:

- Regular, efficient and accurate recording of attendance.
- Early contact when a pupil is absent without explanation.
- Action on any attendance problem notified to the school.
- Referral of specific attendance issues to supporting agencies where appropriate.

### **We encourage attendance by:**

- Consistent, clear communication with parents and pupils about the importance of regular, prompt, attendance.
- Setting targets for improved attendance and sharing these with Governors, parents and pupils.
- The accurate completion of registers at the start of each session, and within 15 minutes of the start of each session.
- Attendance reports each term (traffic lights) and annual report

### **The school responds to non-attendance by:**

- Contacting parents on the first day of an absence if no reason has been received. (Contact will be by telephone).
- If there is no response to the first contact a letter will be sent to enquire about the unexplained absence.
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to work with school staff to help resolve the difficulties. ( Where appropriate Head Teacher and office staff ask parents to come in and draw up a six week Action Plan)
- Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to the Education Welfare Service, once the pattern of absence meets the service referral criteria.

## **Holiday Absence**

From 1<sup>st</sup> September 2013 the Education (Pupil Registration) (England) Regulations 2006 have been amended. The amendment has removed all reference to the statutory threshold that a Head teacher may grant up to 10 school days leave for the purpose of a family holiday in term time.

The Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. Should the Head Teacher feel

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that exceptional circumstances are clear in the application for holiday leave then it is up to the Head Teacher to determine the length of any leave granted. Examples of exceptional circumstances could include:-

- A trip to visit extended family living abroad
- The nature of the trip justifies a leave of absence

It is noted that there are positive benefits for pupils both educationally and culturally to visit extended families living abroad. School would build on these experiences in a positive way, and may wish to provide absent pupils with packages of appropriate work for the period they are away.

<b>Author/Owner</b>	<b>Date Written/updated</b>	<b>Approved by Governors</b>	<b>Comments</b>
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AB	January 2010		Format standardised
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