Attendance Policy

Reviewed: 09.26
To be reviewed: 09.28

Regular school attendance is extremely important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them.

Roles and Responsibilities

A child's attendance at school is the responsibility of the parent/carer.

If a child is unfit for school, the parent/carer should contact the school on the first day of absence by 8.50am. Failure to notify school will result in school contacting home.

School records and monitors pupil attendance. If there are any concerns the school will contact parents/carers to discuss the issues. School has a duty to inform the placing LA and relevant agencies if there are concerns.

Pupil's attendance is recorded on their annual review and end of year report; this shows the number of authorised and unauthorised absences.

What constitutes authorised and unauthorised absence?

- Authorised absences are those which the school agrees are unavoidable, for example, illness, family bereavement etc. and absences for which leave has been granted e.g. medical appointments. Where possible, appointment letters from GPs/hospitals should also be forwarded to the school.
- Unauthorised absences are those which the school considers avoidable, for example, minor ailments, birthdays, shopping, day trips, holidays in term time etc.

An absence is unauthorised until an acceptable explanation is received.

Holidays

The Headteachers **may not grant** any leave of absence during term time unless there are **exceptional circumstances**.

If a person wants to ask for permission they must ask school for a leave of absence form from the school office.

Lateness

Registers are taken twice daily and returned to the school office, at the end of the registration period. Pupils arriving after this time will be marked as late.

Referral System

The School will raise any concern with parents/carers of pupils with poor attendance. Pupils with attendance of 90% or less, or with an identified pattern of absence, will be referred to the placing LA.

Relevant Guidance

Working together to improve school attendance, August 2024:

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf