

Whitwick St. John the Baptist C.E. Primary School

Attendance Policy

Agreed by Staff: November 2020
Agreed by Governors: November 2020

Signed (Chair): _____ Date: _____

Our school aims to promote regular and punctual attendance at school.

Children should attend school for all sessions unless they:-

- Are too ill – not minor coughs and colds.
- Have a medical appointment that cannot be made outside school time – most doctors and dentists can arrange this.
- Have been granted permission from the Headteacher in advance for their absence. It is up to the school to decide whether an absence is authorised – not the parents.
- **Are not required to attend due to isolation / quarantine procedures or due to Government guidelines which override the school policy.**

Punctuality

The school registers are closed at 9:00 a.m. each morning. Children, who have not arrived before the outside doors are closed, should report to the school office on arrival and they will be recorded in the late book. Children that arrive after 9:00 should report to the office and the secretary will mark the child 'late after register closed'. Lessons start promptly at 8.45 a.m. pupils who are consistently late are disrupting not only their own education but also that of others.

Family Holidays During Term Time

Leave of absence for holidays will not be authorised. Leave of absence will only be granted for exceptional circumstances. The following may be considered as exceptional circumstances: A specific religious event. A maximum of five days can be granted.

If a child is away they miss out on the high quality teaching the other children are receiving, so they are disadvantaged. When they return the Class Teacher will have to try to bring them up to speed, and this means that other children will not be getting the attention they deserve. If a number of children in a class are absent at different times it is quite possible the teacher will spend a large amount of time each lesson supporting children who have chosen not to come to school. Therefore, all the children in the class are disadvantaged. Term time holidays account for a significant amount of absence in our school.

Illness / absence

- Parents are requested to ring school before 10 a.m. on the first day of absence to notify the office of the reason for their child's absence. The school will then authorise absences that are due to sickness.
- If there has been no contact from parents by 10 a.m., the office will ring to check the child's whereabouts.
- Children's absences will be recorded on the register according to the codes available.
- If the school has been informed that the child will arrive late due to a medical/dental appointment then an attendance mark will be given on arrival.
- Children who are regularly absent with minor ailments or for an extended time may be requested to provide evidence from a doctor (appointment card or prescription information) showing their absence is necessary. There are many conditions including rashes, which do not require extended absence once treatment has been given. A referral to the School Nurse may be suggested.

Unauthorised Absence and/or Low Attendance

- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is **not an acceptable reason** for absence.
- Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:
 - A child continues to be absent for seven school days without explanation.
 - A child is absent for seven school days with an unsatisfactory explanation.
 - A child's attendance drops below 90% for no specific medical or other acceptable reason.
- Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the following procedure will be followed in line with the protocol provided by the Local Authority
 - **Initial telephone contact requesting explanation and improvement**
 - **Letter sent home with attendance record requesting improvement**
 - **Letter sent home requesting a meeting**
 - **Meeting takes place to review attendance**
 - **If no improvement – penalty notice issued**
 - **If no improvement – notice to prosecute requested from LA**
- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, then they should inform the Headteacher. An attendance record will be obtained and action will be taken either by the class teacher, in the first instance, or the Headteacher.
- Attendance information is discussed at parents' evenings in October and March
- In the summer term a comprehensive report will be included with the child's annual progress report.

What Parents can do to help:

- **Let the school know by 10 a.m. if your child is going to be absent. This may be done by telephone, e.mail, verbal message, written message or through the school's VLE (currently WEDUC)**
- **Send a note when your child returns to school.**
- **Try to make medical and other appointments outside school time.**
- **Do not allow your child to have time off school unless it is really necessary.**
- **Avoid taking holidays in school time.**
- **Inform the office prior to any medical appointment.**

In line with good practice, incentives and rewards for good attendance may be offered. While we appreciate absence through illness is not done by choice it is also important to encourage a positive attitude.

All children who are late are recorded and information is passed to the Head teacher who will contact parents if appropriate. The Head teacher has weekly reports of attendance.