

MARLWOOD CLUSTER ATTENDANCE POLICY FOR PRIMARY SCHOOLS ST HELEN'S CE PRIMARY SCHOOL

RATIONALE

We want to do our best for all our children and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships.

Children should be at school, on time, every day the school is open unless the reason is unavoidable. Permitting absence from school without a good reason is an offence by a parent.

STATUTORY DUTY OF SCHOOLS

The Education Act requires parents or guardians to ensure their children receive full time education either by regular attendance at school or otherwise. In addition schools have a statutory duty to set an annual attendance target.

Every half day absence from school has to be classified by the school, (not by the parents) as either AUTHORISED OR UNAUTHORISED. This is why information about the cause of the absence is always required preferably in writing.

AUTHORISED ABSENCES

- Such as illness
- Medical appointments
- Special circumstances such as bereavement, attending funerals, etc.

UNAUTHORISED ABSENCES

These are morning or afternoons away from school for a reason such as:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which are not properly explained
- Children who arrive at school too late to get a mark

It is not appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may be granted in an emergency or for medical/dental appointments which cannot be arranged out of school time.

HOLIDAYS

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Therefore it will be the policy of the school to abide by this new legislation with all term time holiday requests being unauthorised with effect from the 1 September 2013.

If parents feel there are exceptional circumstances they need to write to the Headteacher in advance outlining these.

If parents do decide to take unauthorised term time absence we ask that they contact the main office to inform the school of the child's absence.

LATENESS

A pupil arriving late may seriously disrupt not only his or her own continuity of learning but also that of other pupils.

Pupils who arrive late, (after register closure) should 'sign in' to record their presence in school.

The school will investigate persistent lateness and work with the parents to set targets for improvements.

MONITORING REGISTERS

Attendance registers are monitored on a regular basis, where this falls below 90% and is cause for concern, the school will investigate further. This will involve an attendance meeting with the Headteacher to discuss any issues or barriers to the child's attendance.

In accordance with local authority guidance, should attendance fall below 85% and is cause for concern, the FISS, Family Intervention Support Services will be contacted to promote attendance in conjunction with the school.

PROCEDURES

Children should be in school for the start of the school day by 9.00am

Any children arriving after this time will be given a late mark in the register.

Those children who arrive after 9.10, when registers close, will be given an absence mark, unless there has been prior information provided or a medical appointment.

The school day ends at 3.30pm

MONITORING

The governors will review this policy annually.

Agreed: June 2013

Review Date: July 2014