

Attendance policy



The Federation of Antrobus St Mark's and Great Budworth CE (A) Primary School

'Love one another, as I have loved you' John 13:34

Overview

Great Budworth and Antrobus St Mark's C of E primary schools promote the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. Children need to see good attendance and punctuality are valued by others and employers. Children arriving late have their education and that of their peer interrupted and this has a negative impact on the positive start to the day that we want for all our children.

Objectives

Raise attendance

Improve punctuality

Raise level of achievement

Maximise opportunities both in school and in later life

Keep good records of attendance through the school registers and to follow up absences promptly.

Monitor closely pupils with attendance and punctuality issues and to work with parents and where appropriate other agencies to bring about improvements.

Guidelines

Children's attendance and punctuality is overseen by the Headteacher supported by the Local Authority.

Poor attendance can be an indicator of a safeguarding concern and other vulnerabilities. The school will challenge poor and persistent absence. The attendance officer will monitor the attendance of all our children and bring to the school's attention any child falling below 95%. Letters will be sent to the parents and carers of persistent absentees and late children and a phone call from our family support worker will be given to all falling below 90% attendance.

Strategies

Parents are asked to contact the school office by phone if their child is absent from school.

- Registers of all classes are kept and monitored by the office staff daily
- Log of all children who arrive late
- Log of all children daily for whom no notification for absence has been received and of phone calls made to parent.

Authorised absences include:

Sickness, hospital appointments, dentist, religious holidays, clinic and funerals. Medical appointments should be arranged if possible outside the school day. Where it is not possible it is expected that pupils only miss part of the day.

Unauthorised absences include:

Shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parents unwell.

Holidays

From 1st September 2013 the new law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances* only and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

* An example of an exceptional circumstance is when a parent has served as a member of the armed forces and returned from active duty.

Response to absence

If any child has not been registered or the school has not been notified about a child's absence, the office will contact the parent carer on the first morning.

If the child continues to be absent then details will be passed to the head who may either write to the parent/carers or consider a referral to the education welfare officer or the school nurse.

If this is not possible a letter will be written. If we are still unable to make contact the parent/carers will be invited into school to meet the head to discuss the situation.

If an absence is unexplained the school will write to parents for an explanation. If no reason is forthcoming a phone call will be made.

Any absence considered not to be a justified reason will remain unauthorised. A series of unauthorised absences will trigger a meeting with the head.

Where children have persistent attendance problems the head teacher will invite parents/carers into school to a formal meeting. From January 2018 the Education Welfare Service will retain statutory duties of register checks and children missing in education. The headteacher has the right to refer term time absence for a Fixed Penalty Notice should the criteria in the CWAC School Attendance- Guidance and Pathways to Statutory Legal intervention be triggered. Parents and carers should note that the governors and headteacher aim to avoid the use of fixed penalty notices and that the school does not receive any monies from the issuing of a fine.

Equality and Accessibility

Children with specific medical needs preventing good attendance will have this taken into account when managing attendance and where additional leave is requested.

Teachers will provide remote learning under exceptional circumstances where a child's medical condition requires a prolonged absence from school and whose parents request it. We work to avoid and minimise any emotionally based school non-attendance (EBSN).

We follow CWAC guidance "I can't cope" June 2018 to ensure children who are at risk are identified.

Lateness (GB)

School starts at 8:50am school doors are shut at 9:00am. Lateness is classed as any child coming into school between 9:00am and 9:20am. All children arriving after 9:00am must report to the office. After 9:20 it is classed as an unauthorised absence.

Lateness is monitored monthly. Where children have persistent lateness problems the head will invite the parents into school to a formal meeting.

Lateness (ASM)

School starts at 8:45am school doors are shut at 9:00am. Lateness is classed as any child coming into school between 9:00am and 9:15am. All children arriving after 9:00am must report to the office. After 9:15 it is classed as an unauthorised absence for the morning.

Lateness is monitored monthly. Where children have persistent lateness problems the head will invite the parents into school to a formal meeting.

Outcomes

Throughout the year parents will be kept informed of school expectations and procedures through information, flyers and newsletters.

Attendance figures to be analysed termly with letters and phones calls issued to those flagged with 95% attendance or lower. The school will meet regularly with the E.W.O to discuss figures.

Attendance figures will be reported to the Governors annually.

Signed:..... Chairman of Governors

Signed:..... Headteacher

Date: February 2024

