



WHYBRIDGE INFANT SCHOOL

POLICY FOR ATTENDANCE

Aims and Targets

By law, all children of compulsory school age must receive suitable education and parents are responsible for ensuring this happens. Regular attendance is extremely important for pupils to take full advantage of the educational opportunities that are available to them. Local Authorities have various powers to ensure parents meet their duties.

The school's target for 2014-2015 is 95.8%. Our progress towards this target is reported on the school notice board. In order to encourage good attendance a weekly certificate is given to the class with the highest attendance each week and a certificate is given to children at the end of each term with 100% attendance.

Right, Roles and Responsibilities

The Head Teacher and Governing Body work in partnership with parents and Local Authority to promote good attendance. Schools are required to keep admission and attendance registers on which, at the beginning of each morning and afternoon session pupils are marked present or absent. Registers must show whether an absence is authorised or unauthorised. These records are required to be reported to the Local Authority at agreed intervals and can form evidence in court where parents are being prosecuted for school attendance offences and include details of pupils who:

- fail to attend regularly
 - are identified as having unsatisfactory attendance during a formal register review (less than 85%)
 - have been absent for a continuous period of ten or more school days giving cause the cause if known
 - fail to arrive on time for school or are collected late on a regular basis
- The school will inform parents of attendance regulations at admission meetings and on the web and at intervals. The following points will be stressed:
- that our expectation is that a child will come to school every day and will only be absent for 'unavoidable' reasons

- that the school ultimately determines the classification of any absence as 'authorised' or 'unauthorised', - not the parent or carer

Procedures – Who does what and when

Children must be in class each day at 8.55am. Children who arrive after this time are recorded as late. Any child arriving late for school will need to report to the office and a reason for lateness recorded. **Arrivals after 9.30 a.m. or 1.45 p.m. will lose their mark and be considered absent for that session. In which case a written note of explanation will be required**

If a child is too unwell to attend, the school should be contacted on the first day of absence by telephone before the start of the school day. Absences notified in this manner will be authorised if they are for only one day. If a parent fails to call the school, the office will telephone the main contact to establish why the child is not in school. For absences of longer than one day, or if the office have not spoken to the contact, a written note must be received on the child's return to school for the absence to be authorised. The fact that a parent has offered a note in explanation does not, in itself, oblige the school to accept it as a valid reason for absence. **If, after investigation, doubt remains then the absence must be treated as unauthorised.**

Advance notice of medical/dental appointments should be given wherever possible, preferably in writing. Authorised absence will be granted for medical appointments in school time provided a written explanation is received and an appointment card is produced. Medical certificates may be requested for long-term or repeated patterns of non-attendance. Pupil's leaving/returning to the premises in session time must report to the school office where such movements are recorded for safety reasons.

Request for leave of absence for religious observance must be made in writing to the Head Teacher. Absence will be recorded as authorised.

Request for leave for family bereavements will need to be made in writing to the Head Teacher. The absence will be responded to with sensitivity and can be authorised at the Head Teacher's discretion.

Holidays

Leave of absence will not be granted for holidays except in special circumstances. The governing body considers "special circumstances" to be:

- Parent in the services
- Parent whose holiday leave from their place of work is allocated to them and they can produce a letter from their employer to prove this
- Serious illness of a close family member

Should a family take their child out of school for a "holiday" it will be recorded as unauthorised and the decision to fine will be at the discretion of the Head Teacher on

behalf of the governing body. Any child under the Behaviour and Attendance Support Officer whose parents take them on a holiday against the advice of the Head Teacher the fine will be automatic.

Strategies used by the school in the area of Attendance

This policy will integrate with other policies which impact upon attendance such as; equal opportunities, educational special needs, behaviour management etc.

The school will use a range of strategies to improve attendance e.g. certificates for good attendance, class rewards and operates a first day calling system.

Monitoring and Evaluation

This policy will be monitored and evaluated on an annual basis.



**Whybridge Infant School
Leave of Absence 2014-2015**

Please read the following before completing this form.

- Leave of absence will not be granted during the school year. In the case of exceptional circumstances a meeting must be arranged, by the applicant, with the Head Teacher. Evidence of exceptional circumstances must be produced.
- A Leave of Absence must be completed for all Religious Holidays outside of school holidays.
- **Please be aware that all unauthorised leave is reported to the Behaviour and Attendance Support Officer** who may issue a fine. (see below)
- Any child absent from school for 5 consecutive days or more on medical grounds must produce a medical certificate or an unauthorised absence will be marked and this will be reported to the Behaviour and Attendance Support Officer.

Unexplained Leave of Absence will only be authorised in the case of family trauma/bereavement.

Leave of Absence for any reason will not be authorised for any pupil during
Key Stage 1 SATS week (Year 2), Phonics Test Week (Year 1)

**SATS (YEAR 2) in MAY
PHONICS (Year 1) in JUNE**

Please be aware that it will be difficult to meet all the requirements of the National Curriculum if a child has prolonged absences from school and they may fall behind.

Child's Name.....Class.....

Leave of absence is required from.....to..... (Inclusive dates please)

Number of school days to be missed.....

Please give reason, in the space below , for requesting leave in term time. Please attach evidence.

.....
.....

For Official Use:

Percentage attendance to date.....Attendance profile attached YES/NO

Record of Decision:

Authorised in full:.....days

Authorised in Part:.....days

Unauthorised for..... days

Signed on behalf of the Governing
body.....

HEAD TEACHER/DEPUTY HEAD TEACHER

A penalty Notice may be issued in line with the Havering Code of Conduct-Penalty Notices. The fine is £60.00 per parent, per child, rising to £120.00 if unpaid after 21 days. If payment is not received by 28 days the Local Authority may consider taking a prosecution against you for the offence.