



NANCLEDRA SCHOOL

Attendance Policy.

Reviewed: October 2017

Next review: October 2019

Principles

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance.

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. Regular attendance is defined as 95% or above.

These principles are expressed in the following ways;

- A statement defining the school's expectations relating to attendance appears in the school's prospectus.
- Parents are advised of the school's expectations during the induction meetings for new children.
- Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.

Absence

Parents are requested to ring school by 9.10am to notify us that their child will be absent. The school will then authorise absences that are due to sickness. The school registers are closed at 9.30am each morning. Children who have not arrived by the end of registration are marked absent. Latecomers should report to the school office on arrival. The child will be given a 'late after register closed' mark.

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.

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.

Attendance will be monitored half-termly. 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 more than 7 consecutive days without explanation.
- A child is absent for 7 school days or more with an unsatisfactory explanation.
- A child's attendance drops below 85%.

Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Educational Welfare Officer will be contacted and asked to visit the home.

Staff are asked to inform the school office of any unexplained absences and the school will then telephone home for a reason for absence. If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the head teacher.

Towards the end of each term attendance figures will be reported to parents. We as a school have a duty to inform parents of their child's attendance and how this can impact upon their performance.

Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.

Lateness – where lateness becomes an issue the matter will be discussed with the parents and this will be monitored and a record kept.

POLICY REGARDING TERM TIME HOLIDAYS – 2015-2016

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1. PRINCIPLES

It is a legal requirement for children to attend school. The school places great importance on attendance. High attendance leads to high achievement. From 1 September 2013 legislation prohibits any school from authorising leave of absence for holidays except in exceptional circumstances. 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.

It is therefore illegal to take children out of school for holidays during term time unless there are exceptional circumstances. There is no entitlement to any leave of absence for a holiday during term time. Schools are in session for 190 days per year, so there are opportunities to take children on holiday during the remaining 175 days.

The purpose of this policy is to provide guidance on:

- a. what might be defined as exceptional circumstances;
- b. procedures for applying for leave of absence for holiday;
- c. the criteria the school will use in deciding whether to refer any unauthorised absence due to holidays in term time to the Local Authority to issue a Fixed Penalty Fine.

2. CRITERIA FOR EXCEPTIONAL CIRCUMSTANCES

It is not possible to precisely define exceptional circumstances, but examples of what might be considered as such are:

- Where employment restrictions made it impossible to take a family holiday during the school holidays. This must be supported by evidence from the company or organisation.
- Service personnel returning from or scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence must be provided, from qualified professionals, such as a doctor.
- Where a holiday would be of unique and significant emotional, medical, educational or spiritual value to the child outweighing the loss of teaching time.

Where there are other factors which the headteacher may consider to be exceptional circumstances, this may be referred to the Local Authority for advice.

3. PROCEDURES FOR APPLYING

Applications for leave of absence for holiday should always be made in advance on the correct form (Appendix 1). Forms can be obtained from the school reception. They should be returned to reception.

- The exceptional circumstances to explain why the holiday must be taken during term time should be clearly stated with exact dates.
- The Head teacher will decide whether the leave of absence can be authorised and will indicate the outcome on the completed form.
- Even where there are exceptional circumstances, no holidays requests will be granted during any period of external assessments, (usually the 2nd or 3rd week of May for Year 6 pupils, the 2nd or 3rd week of June for Year 1 pupils).

4. CONSEQUENCES OF TAKING AN UNAUTHORISED HOLIDAY

Taking a holiday without authorisation will have an impact on a child's learning. Parents who choose to take an unauthorised holiday must accept that this will have an adverse effect on their child's educational achievement. The school may therefore ask the Local Authority to issue a fixed penalty fine where an unauthorised holiday has been taken.