



## CHEW STOKE CHURCH SCHOOL

# Attendance Policy

This policy is written with reference to the Christian Foundation of the school.

*'Confident in Learning, Caring in Life'*

*Our vision has been inspired by Luke 10:27*

This policy should be taken and used as part of Chew Stoke Church School's overall strategy and implemented within the context of our aims and values as a Church of England School.

### RATIONALE

Regular attendance is a legal requirement. It is important because children then have the opportunity to experience the full range of a balanced curriculum, with its contribution to the student's moral, spiritual, cultural, mental and social daily development.

100% attendance is expected. In order to achieve this, appropriate action will be taken to ensure that all pupils achieve maximum possible attendance and that any problems that might affect full attendance, are acted on as quickly as possible.

### AIMS

To enable all staff to adopt a consistent approach.

To inform and involve the support of parents.

To conform with school attendance legislation and guidance from Bath and NE Somerset, Attendance & Welfare Support Service 2023.

### GUIDELINES

1. All class registers to be taken, using the national attendance codes, twice daily at 8.50 a.m. and 1.15 p.m.
2. If children arrive in class after the register has been taken, then they will be marked as late. Late children must report to the School Office to be signed in.
3. Only in exceptional circumstances at the discretion of the Headteacher e.g. severe weather conditions should an extra period be allowed for registration and staff will be informed of this on such occasions.

4. Authorised absence is given solely at the discretion of the headteacher and will be considered in the best interests of each individual child. You may be at risk of a penalty notice if absence is unauthorised following a declined request.
5. When children are ill, the school expects to be informed of the reason for a child's absence by 9.30am on each day of absence by personal contact, telephone call or parental note. Medical evidence may be requested by the headteacher.
6. Requests for holiday leave will not be authorised. You may be at risk of a penalty notice if absence is unauthorised following a declined request.
7. The school and governors will regularly monitor levels of attendance and punctuality for all pupils. Where attendance causes concern a letter will be sent to the pupil's parent/carer if attendance continues to cause a concern the headteacher will request an interview with the pupil's parent/carer to discuss the reasons for absence. You may be at risk of a penalty notice for low unauthorised attendance.
8. The school will issue additional attendance clarification and reminders through school newsletters as appropriate.

## **CONCLUSION**

At Chew Stoke Church School we expect the highest level of attendance from every pupil. Regular and ongoing attendance is essential for continuity of learning and will provide the opportunity for each child to develop his/her potential during their time at this school. If a child of compulsory school age who is registered at Chew Stoke Church School fails to attend regularly the parent is guilty of an offence under section 444 of the Education Act and Chew Stoke Church School will take action when appropriate.

Optimum levels of attendance are achieved by the shared responsibility of all concerned - school staff, governors, parents and pupils.

This policy was approved by the governing body in July 2023.

Review date: July 2025.