



Shaw Ridge Primary School - Policy on School Attendance

Principles

We are aware that parents of registered pupils have a legal duty under the Education Act 1996 to make sure that their children of compulsory school age attend school on a regular and full-time basis.

Aims

- To ensure that all pupils of compulsory school age attend school on a regular and full-time basis.
- To ensure that good lines of communication are in place so that parents can contact school to report their child's absence.

Procedures

The school applies the following procedures in deciding how to deal with individual absences.

<p>Illness and other legitimate reasons</p>	<p>If a child is unfit for school, parents should contact the school on the <i>first</i> day of absence. The school operates a 'first day of absence' call system. If the school has not been informed by 9.30am then the school will ring or text the parent to investigate the reason for absence. Absences will not be authorised without this procedure. In exceptional circumstances, further evidence of a child's illness, such as a doctor's note, may be requested. Other reasons for absence must be discussed with the school each time; notes will not necessarily be accepted as providing valid reasons. School will not authorise absences for shopping, looking after other children, birthdays, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which take place during school time. The office will log all absences when telephoned in and inform the class teacher. As a cluster of schools we are aiming for zero unauthorised absence. It is vital absences are legitimate.</p>
<p>Holidays</p>	<p>Headteachers are not permitted to authorise any leave or absence from school unless the circumstances are "exceptional" relating to a "one off" isolated situation.</p> <p>Requests for absence in excess of five school days will be referred to the Governing Body.</p> <p>"Exceptional" circumstances no longer cover: Holidays of any description, unless necessitated by work contracts. Family birthday celebrations. Visiting relatives abroad.</p> <p>Unauthorised absences may result in a penalty notice. If a Penalty Notice is issued, the timescale for paying has changed to £60 within 21 days or £120 within 28 days.</p>

Lateness	Children must attend on time to be given a mark for that session, unless the lateness is unavoidable. Parents are expected to ensure that children are present at registration. Late arrival after registration without good reason is counted as unauthorised absence. Late arrivals will be recorded in a 'late book' in the office. Persistent late arrivals will be followed up with a letter and a meeting, initially with the Head teacher. This may be referred on to the Educational Welfare Officer.
Education Welfare Officer (EWO)	The EWO visits the school regularly checking on attendance figures and following up any concerns the school may have regarding poor attenders or pupil welfare. Parents have a legal obligation to ensure that their child attends school, persistent failure to do so could lead to the LA taking legal action.

We believe the above strategy is effective in maintaining good pupil attendance.

Rewards

These will be given to encourage and recognise good attendance and punctuality. These may include some of the following:

- Attendance Awards for best class attendance weekly and termly individual awards for 100% attendance.
- Constant daily recognition and praise for all children arriving promptly.

Sanctions

- Reminders in newsletter
- Teachers highlight concerns and bring to the attention of Head Teacher
- If no improvement, a meeting with Head Teacher and other agencies e.g. School nurse will be arranged
- If attendance below 90% school will refer this to the Attendance Officer for further investigation.

Date: 20 October 2015

Review Date: October 2016