

St Peter's Brafferton CE VA Primary School

Attendance Policy

Our aim at St Peter's is to support parents/carers and pupils in establishing the highest levels of punctuality and attendance; thus ensuring that all pupils have full and equal access to the curriculum.

Introduction

Education is vital for a child's life. Research shows a clear link between regular attendance and educational progress and attainment; even an occasional day of absence can impact negatively on a child's progress. As a school, we will encourage parents/carers to ensure that their children arrive promptly and attend regularly, unless the reason for absence is unavoidable. Allowing a child to be absent without good reason is an offence by the parent.

Expectations

We expect that all pupils will:

- attend school every day
- arrive punctually at 8.50 am and be sitting in class, ready to start at 9 am
- bring in all items needed – including diary, reading book, PE kit and homework

We expect that all parents/carers will:

- ensure regular school attendance, according to their legal responsibilities
- ensure that their child arrives at school punctually and fully prepared for the school day
- ensure that they contact the school **daily and before 9 am** to inform us of absence (the answer machine is available out of school hours)
- discuss any issues which may affect attendance with the school administrator or class teacher

Schools have a duty in law to refer any unauthorised absence of 10 days or more where they have been unable to make contact with the parent/carer/child or have general concerns about absence to the school's Education Welfare Officer (EWO). We will be particularly vigilant where there may be a concern around Safeguarding.

We are legally required to take an attendance register twice a day. We do this at 9 am and 1 pm, and if a child is absent and we have not heard from the parent/carer after registration we will phone to find out the reason why. Only school can authorise an absence, not parents. This is why information about the cause of the absence is always required either verbally, phone, email or letter. Authorised absences, with the reason, are then recorded in the register.

Unauthorised absences are those that the school does not consider reasonable and for which no reason has been given. This includes:

- parents keeping children off school unnecessarily
- holidays that have not been agreed by the Headteacher
- truancy during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a registration mark

Parents are encouraged to contact the school if they have any issues with attendance and the school will do its best to help. If the difficulties cannot be sorted out, the school may refer the child to the Education Welfare Officer (EWO) who works with families to address attendance issues. Referral to the Local Authority will only happen if a child's attendance has not then improved. The Local Authority has the right to use Penalty Notice proceedings which came into force on 27th February 2004. Parents can contact the EWO themselves via the school's administrator.

Lateness

Learning begins promptly at 9 am; children are expected to be in class and ready to start by 9 am. Classroom doors open at 8.50 am. Registration takes place at 9 am.

If arrival is after 9 am, parents/carers are requested to take the child to the school office and check the child in with the school administrator.

Reporting attendance

We are committed to supporting children to achieve high attendance as we know that absence impacts on progress and attainment. Lateness and absence are monitored and reviewed regularly. Attendance for the year is included on a child's end of year report.

Review date – September 2018