

COSTOCK C of E PRIMARY SCHOOL



ATTENDANCE POLICY

Approved: June 2018

Next Review: Summer 2020

Introduction

The Government has continued to focus on regular attendance at school as part of its programme to improve standards within schools.

At Costock we believe that regular and punctual attendance is vital in ensuring children can reach their full potential. Every child has a right to access full time education to which they are entitled.

To enable our children to gain the greatest benefit from their education it is vital that children attend regularly and punctually. It is a parental responsibility to ensure this, and persistent absence from school without permission/good reason is an offence in law and could result in prosecution.

Promoting Regular Attendance

To promote a regular pattern of attendance is everyone's responsibility, parents/carers, pupils and school staff.

To assist in the focus on this we will:

- Report to parents/carers annually on their child's attendance in their annual school report.
- Give attendance details in our school newsletter.
- Contact parents/carers should their child's attendance/punctuality fall below the school's target for attendance.
- Celebrate and reward good attendance.

Reporting Absence

If a child is to be absent from school this must be reported to the school office by 9.20am. This can be reported either by telephone, e-mail or in person.

Any absences not reported are logged as "unauthorised".

Persistent Absence

Attendance which falls below **90%** is deemed as persistent and in such cases school will contact parents/carers to discuss the situation and put a plan of action together to make improvements to the attendance. The attendance of children on the persistent absence list is monitored very closely.

Acceptable reasons for absence

- Illness.
- Medical or dental appointments that cannot be made out of school hours.
- Approved activity e.g. Sport.
- Special tuition.

If you wish your child to be absent from school for any reason other than illness please complete a “**Request to miss education**” form and send to the school office as least 4 weeks prior to the required absence wherever possible. If the absence is due to a medical appointment, please complete the “**Medical absence advice**” form. Please download a copy of these forms from the school website (under the Key Information Tab – Attendance) or contact the school office for a copy.

Please note that the school can refer a child to the Education Welfare Officer if no improvement is made.

Time off during Term Time

There is no entitlement to time off in school time for holidays.

All applications for missing education must be made in advance, please download a form from the school website (under the Key Information Tab – Attendance) or contact the school office for a form. These should only be in exceptional circumstances and should be made at least 4 weeks in advance wherever possible.

Please note that all applications are considered individually. Only those that meet certain criteria will be approved for example:

- Family bereavement
- House moves
- External examination
- Special tuition/events

For further information on this please see the DfE Advice on School Attendance document, which can be found on the following link:

<http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance>

Any time off taken during term time without agreement will be classed as unauthorised and could incur sanctions as previously mentioned in this policy.

Punctuality

At Costock our school day starts at 8.55am and we expect children to be in school prior to this, ready to go into class at 8.55am. Please note however, that children should not be entering the school playground prior to 8.45am unless they are under adult supervision.

If your child arrives after 8.55am they are to enter school via the main reception where they will be taken to their respective class room.

Persistent lateness not only affects the learning of your own child but that of the other children in the classroom, as their learning will inevitably interrupted/delayed.

If your child arrives late to registration their mark will be "L" and if your child arrives after 9.20am their mark in the register will "U", both these are triggers for further investigation as to the circumstances of the persistent lateness and parents/carers will be contacted accordingly.