



# Attendance Policy

## January 2018

Ratified by Governors	January 2018
Signed - Headteacher	
Signed – Governor	
Next Review Date	January 2020

## Attendance Policy

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

This policy has been written in line with the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

- Parents are advised of the school's expectations during the induction meetings for new children.
- Parents are reminded in newsletters of the importance of good attendance and timekeeping.
- 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 9.10am 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.

### **Absence:**

- 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 and parents will be informed of their child's attendance should it fall below the school's target of attendance (between 85% and 95%). In the first instance, parents will be informed of falling attendance in person or by phone call. If the absences continue, this will be followed up with a formal letter from school.

- Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:
  - o A child continues to be absent for more than 7 consecutive days without explanation.
  - o A child is absent for 7 school days or more with an unsatisfactory explanation
  - o A child's attendance drops below our agreed attendance target.
  
- 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.
  
- Attendance figures are included with the child's annual progress report and within the published termly Interim Reports.
  
- Attendance figures are reported to the governors in the Headteacher's Report.

**Procedures:**

- Attendance is reviewed on a termly basis where pupils identified as persistent absentees in line with the set government criteria and the school's attendance target are marked for further monitoring and or action due to the link between attendance and attainment. We as a school have a duty to inform parents of their child's attendance and how this can impact upon their performance.
  
- If the child's attendance fails to improve, OCC's Attendance Team may be contacted by school for advice and guidance.
  
- 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.
  
- Holidays – holidays in term time are not permitted. The Headteacher can only grant term-time absence in exceptional circumstances.