



Attendance Policy

Chair of Governors:

Date:

**Written September 2015
To be reviewed September 2018**

Mission Statement

We strive to strengthen our relationships with others as part of God's family. We are a place of distinctive excellence where all are valued as individuals. We achieve this by involving our children in a lively and relevant curriculum.

Our aims are:

- To provide an awareness and experience in the Christian faith, cultivating spirituality, mutual respect and responsibility.
- To encourage our children to explore and experience the Christian faith, develop a true sense of awe and wonder and celebrate the significant Christian festivals.
- To promote the highest academic standards in all aspects of the curriculum by ensuring that all of our children learn and make progress.
- To ensure that everyone within our school feels safe and valued and is encouraged to develop lively enquiring minds, to question and reason.
- To encourage independence and skills for life-long learning.
- To teach respect for others and their beliefs through RE, Collective Worship and the hidden curriculum.
- To nurture links between our school, the home, the parish and society.

Introduction



Easington Church of England Primary School



Good school attendance is essential so that good academic achievement can be secured. Regular absence interrupts a child's education and disrupts the continuity of learning. In extreme cases, children can be absent all too often when new concepts are being learned.

The Education Act states that parents are legally responsible for their child's regular and punctual attendance at school.

Easington Church of England Primary School seeks to:

- Actively promote school attendance and punctuality
- Monitor absences and lateness
- Secure explanations when absence takes place or arriving late
- Strongly discourage any unauthorised absence
- Refer to the Educational Welfare Officer (EWO) should there be any concern regarding any of the above

Unauthorised absence is given when:

- A child arrives after 9.30 a.m. without a medical reason
- A child is absent and the reason is not medical or has not been authorised by the Headteacher.

Explanation for Absence

Parents are asked to explain their children's absence before 9.30 a.m. on that school day. The reason must be medical if it is to be authorised. Other circumstances must have been given permission by the Class Teacher or Headteacher. Following the child's return to school a letter to explain the absence should be sent into school so that the appropriate mark can be put into the attendance register.

Amendments to the 2006 regulations in September 2013 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

If parents do not apply for leave of absence, or follow the correct procedure, the absence will be considered to be unauthorised which could result in an application for a Fixed Penalty Notice.

School Action in the case of Unexplained Absence

The school has the discretion to authorise or unauthorise all absences.

In the event of a child's absence **not** being notified to the school by 9.30 a.m, the following procedure will be actioned:

- 1.The secretary will phone the child's home or parent's mobile as appropriate
- 2.If no answer is forthcoming, a message will be left
- 3.Any calls will be logged in a central file and registers annotated where possible
- 4.A follow up absence inquiry form will be sent within 5 school days if no explanation can be received.
5. A letter should be sent into school after the child's absence clearly stating why the child was absent.
- 5.Following the above procedure, parents' failure to notify the school regarding such absences will result in the absences being marked as unauthorised and the EWO informed.
- 6.Should any pupil have 20 or more unauthorised sessions, (10 days), in any term or 38 in rolling year, the school and/or EWS may apply to the LA for a Fixed Penalty Notice to be issued to the parents concerned.



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Unacceptable Rates of Absence

The school expects children to be present for at least 95% or more of all sessions – this is in line with national expectations and is also Easington Church of England Primary School's attendance target. The School will monitor attendance rates and will involve the Education Welfare Service if a child's attendance is deemed to be unsatisfactory. Individual circumstances such as illness will be taken into account.

Arriving late

Every minute of the school day counts and it is important that children do not miss the beginning of the school day. If a child arrives late after the close of registration - 9.05a.m.- they will be given a U mark (unauthorised absence) for that session. If a child is persistently late the number of minutes late will be totalled and school will involve the Education Welfare Service.