



Freshford CE Primary School Attendance Policy Statement

Rationale

At Freshford CE Primary School we require the highest level of attendance from every child. Regular attendance "in accordance with the rules prescribed by the school" is a legal requirement and provides the opportunity for each child to develop his or her potential during their time at school. It is important that children have the opportunity to experience the full range of a balanced curriculum with its contribution to their daily moral, spiritual, cultural, mental and social development. Irregular attendance and lateness lead to children feeling out of touch with school life and falling behind with their work.

Optimum levels of attendance can only be achieved when responsibility is accepted and shared by all concerned. This includes Bath and North East Somerset Council, governors, school staff, parents, children and the local community.

Aims

It is the school's aim to:

- Maximise attendance for each child in order that they may achieve their full potential academically and socially
- Ensure their safety and wellbeing
- Provide a positive, caring and stimulating environment where children will enjoy coming to school

Duties and Responsibilities

The Headteacher / Attendance Officer (Andrew Wishart)

- Has overall responsibility for whole school attendance

The Attendance Lead (Pippa Aitchison)

- Monitors registers for accuracy of marking (in accordance with LA guidelines)
- Provides opportunities for class teachers to register concerns about attendance
- Initiates school-level contact with parents



- Liaises with the CMEO (Children Missing Education Officer), Attendance Officer and the school's Special Educational Needs Co-ordinator
- Refers cases of poor school attendance to the Local Authority to request parental support and challenge
- Informs the Headteacher of any on-going attendance concerns

The Class teacher

- Is responsible for keeping accurate attendance registers
- Is responsible for ensuring that the Attendance Lead receives the class register by 9.15am
- Keeps accurate records of any contacts with parents

The Attendance Lead

- Transfers attendance data from class lists to the computer module on a daily basis.
- Provides attendance statistics for monitoring purposes, including DfE requirements, pupil reports and the annual report to parents
- Will attempt to contact parents of absent children, who haven't provided a reason for the absence, by 11.00am on the first day of absence.
- Will contact the CMEO, when a child has been absent from school for 2 days and no contact has been made with the parent

Parents

- Are responsible for ensuring that their child/children attend school, when they are supposed to.
- Must provide a reason for their child's/children's absence from school, on the first of absence.
- Must inform the school of the date when they are expecting their child/children to return to school or contact the school on a daily basis, to give an update on the absence until their child/children return to school

Children Missing Education Officer (Rod Dixon)

- Will liaise with the Attendance Lead & the Attendance Officer regarding concerns over student absences
- Will meet with the Attendance Lead & the Attendance Officer, on a regular basis, to discuss whole school and individual attendance issues
- Will request and accept referred cases of children with poor school attendance

Guidelines on the marking of attendance registers



All attendance registers must be marked by a member of the teaching staff at the school and returned to the school office after the period set aside for registration. Registers are marked at the beginning of each morning and afternoon session using the codes and procedures described in the separate guidelines for marking attendance registers issued to all teachers. Schools are required to distinguish between authorised and unauthorised absences when marking registers.

Authorised Absence

By law, it is only the school that can approve absence, not parents. The circumstances of each particular case are considered individually and coded as to the reason provided.

Authorised absences are likely to include:

- Illness, and medical or dental appointments
- Days set aside for religious observance in the religious body to which the parents belong
- Special circumstances such as family bereavement
- Visits to a new school
- Off-site activities i.e. music examinations, special tuition

Unauthorised absence

Unauthorised absence may include:

- Absence through sickness which has not been supported by a note or message from the parent, guardian or another responsible person
- Leave of absence which has been taken without the prior agreement of the school
- Unexplained absence

Lateness

Children are expected to be in school by 8.45 am.

The bell goes at 8.50am. All children should be in school and be going into their class.

Registration: 8.55am. All children should be in class while registration takes place.

Lessons start: 9.00am

The class registers are taken as soon as the children are in the classroom. Any child who is not in school when their name is called is marked absent. If the child arrives after the register is closed but before 9.00am, a late mark is entered in the register. If a child arrives after 9.00am it will be deemed as an unauthorised absence for that session, unless the school has been informed of an unavoidable delay i.e. traffic problems.

Updated: November 2016



All registers will be sent to the school office in order that any absences reported by phone/email can be updated. All messages are kept in the school Absence Log in the office.

Afternoon registration takes place at 1.15pm and the registers retained by the class teacher.

Requested Leave of Absence During Term Time

Parents need to seek permission in advance by completing a holiday form available from the school office, which should be returned at least two weeks before the planned absence. Each request is considered individually.

No leave of absence for Year 6 and Year 2 children will be granted during May as this is when they carry out important tests and tasks

Reporting Absences

Absences should be reported to the school office on the first day by the parent. This can be done verbally, in writing/email or by telephone. Messages may be left on the answer phone. If a reason for that child's absence has not been received from the parent, the Attendance Officer should make every attempt to contact the parent to ensure the child's safety. If no contact can be made, the CMEO is informed.