



Radley CE Primary School & Foundation Stage Unit

Guidance for Attendance

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)

If a child is absent, parents should call the school on each day of the absence stating a reason. The school will decide whether to authorise the absence. If authorisation were to be refused, for instance if a child was kept off school for a birthday, then the parents would be informed. A note is essential for authorisation of absence.

If contact, explaining the child's absence, fails to be made by parents or carers, then the school would contact the home by telephone on the initial day by 9.30am. Should the result of this call be a cause for concern, the Headteacher would be informed immediately, and would take appropriate action. This contact is recorded in the register by the school's Business Manager. Children with excellent attendance will be rewarded by the school with a certificate at the end of the academic year.

Completing the Register

Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement.

For these reasons registers are required to be marked in ink and not easily erased, and all alterations should be visible and explained.

- Black diagonal line to denote presence.
- Black circle to denote unauthorised absence.
- Black circle with correct symbol recorded inside in black for authorised absence - no unmarked sessions.
- No tippex.
- Weekly/termly headings completed

The School's Business Manager:

- Completes daily and weekly attendance figures
- Maintains, through SIMS, running totals of authorised and unauthorised absence.

Leave of Absence

As of 1 September 2013 the Headteacher is unable to grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/carers should seek permission from the Headteacher prior to the leave of absence for the period in question. This should take the form of a letter to the headteacher, to be followed by a meeting with the Headteacher.

The Headteacher will determine the number of days a child can be away from school, **if** the leave is granted. Parents/carers who remove their children from school without authorisation, or who do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine or prosecution.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we together with parents must seek to avoid.

Lateness

School begins at 8.45 a.m. and all pupils are expected to be in school for registration at this time. Any child arriving later than 8.55 a.m. should enter school via the main entrance reporting to the School Office. If accompanied, a parent or carer should give a reason for the lateness, which will be added to the register. The child will then be sent to their classroom. Registers will close at 9.10am, children not present by this time will be marked absent.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern further action may be taken.

What can parents do to help?

- Let the school know as soon as possible why your child is away.
- Try to make appointments outside school time.
- Do not allow your child to have time off school unless it is really necessary.

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple.
- Talk to the Headteacher and staff at the school.