

POLICY FOR SCHOOL ATTENDANCE



Date Policy Approved by the FGB	July 2014
Date of Next Review	July 2015
Committee Responsible for the Policy	School Improvement
Name of Headteacher	Lesley Spicer
Signature of Headteacher	<i>L Spicer</i>

1. Introduction

At Peel Common Nursery and Infant School we aim to ensure that our pupils benefit fully from the education we seek to provide by maximising the attendance of each pupil.

PARTNERSHIP BETWEEN PARENTS AND SCHOOLS

"Parental responsibility extends beyond securing regular school attendance. Parents should ensure that their children arrive at school on time, properly attired and in a condition to learn".
DFE 1994

2. Expectations

At Peel Common Nursery and Infant School it is expected that pupils will:

- ❖ come to school with suitable attire for the classroom, for PE and for outdoor play
- ❖ be in the playground at 8.55 a.m. ready to go into their class
- ❖ be well rested after a good night's sleep
- ❖ be fit and well when they come to school
- ❖ not arrive at school before 8.45 a.m.
- ❖ be collected from the school at 3.10 p.m.

'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated - pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.'
DFE 2013

3. REPORTING ABSENCES

“It is parents’ responsibility to inform schools of the reason for a child’s absence as soon as possible – parental contact on the first day of absence should be the normal expectation Where a child is ill the school should be notified of the nature of the illness and, when this can be predicted, the date the child is expected to be able to resume his/her studies”.

DFE

At Peel Common Nursery and Infant School we request parents to:

- ❖ telephone prior to the start of school on the first day on which their child is absent and to supply information about the absence as appropriate – if this is not possible we ask that parental contact is made as soon as is practicable
- ❖ give an approximate length of absence and alert the school if their child has to be absent for longer than originally thought
- ❖ inform the school in advance if they wish the school to authorise leave for their child to attend medical or dental appointments

4. UNAUTHORISED ABSENCES

At Peel Common Nursery and Infant School

- ❖ all absences and the reasons for them are recorded
- ❖ an attendance register is kept at the beginning of each morning and each afternoon session using a code to identify type of absence
- ❖ lateness is recorded as a category of unauthorised absence
- ❖ parents are notified by the school if lateness becomes a cause for concern and the Home School Link Worker or the Locality team are informed
- ❖ unless an absence is authorised under DFE guidelines the absence will be recorded as unauthorised

At Peel Common Nursery and Infant School we ask the Home School Link Worker to contact or visit the parents of any pupil whose absence or lateness causes concern and to advise parents and offer support as appropriate. If the rate of absence continues a referral may be made to the Locality team or the School Health service.

In extreme circumstances poor attendance and frequent absences may lead to a penalty notice being issued to a parent and the involvement of the County Legal team.

5. REQUESTING LEAVE OF ABSENCE

‘Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil’s attainment, attendance and ability to catch up on missed schooling.’

DFE 2013

At Peel Common Nursery and Infant School:

- ❖ in order to request permission for a child to have an authorised absence Parents are required to complete a Leave of Absence Request Form.
- ❖ on the form Parents should clearly state the reasons why the absence is exceptional
- ❖ it is expected that family holidays will not take place during term time. Parents are informed of school holiday dates well in advance to aid their planning.

Parents are asked to state on the form:

- the nature, purpose and duration of the absence
- the circumstances which necessitate an absence during term time

All the circumstances of each individual request will be taken into account along with a child's attendance record and Parents will be informed as soon as possible of the outcome. Parents may be asked to see the Headteacher before a decision can be made.

6. APPENDIX 1	Further Guidance
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Further guidance can be found at:

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