



The Federation of North and South
Cowton Community Primary School and
Melsonby Methodist Primary School



Attendance Policy (Pupils)

Document Status			
Date of Next Review	July 2022	Responsibility	<i>Governing Body</i>
		Responsibility	<i>(Chair)</i>
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1. Introduction

We believe that every child at our schools has a fundamental right to be educated with good attendance being the key to personal development, learning and achievement in all areas. Parents, carers and teachers have a duty to encourage maximum attendance at school.

2. Rationale

At our school we are committed to:

- valuing high attendance rates;
- good practice, which encourages children to take a pride in their attendance and punctuality rates;
- partnership with parents to ensure understanding, support and co-operation about high attendance rates;
- encouraging children to take full advantage of their educational opportunities by attending regularly;
- working in partnership with parents, carers, our School Attendance Officer and the Educational Welfare Officer to address difficulties and recognise external factors which influence pupil attendance;
- identifying patterns of non-attendance at an early stage and working to resolve personal/social difficulties;
- following efficiently the school systems for accurate recording and monitoring of attendance and punctuality.

3. Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

4. Procedures

- Children must attend school punctually and regularly.
- Classes start at 9.00am and children may arrive at school between 8.45 and 9.00am
- Registration will be at 9.00am.
- Any child arriving later than 10 minutes after the start of school for their class is late and is marked absent in the register. Parents whose children arrive late must notify the office so that the child's name can be recorded in the late book in the office. The attendance and dinner registers are then amended with the child being marked present by the office staff.
- All registers are closed at 9.15am and any arrival after this time is marked as unauthorised absence (unless the child is late because of a valid, agreed prior appointment).
- If a child is absent, parents and carers are asked to telephone the school on the first day of absence by 9.15am or send a note of explanation when they return so that the absence is not recorded as "unauthorised "

- If we do not receive a telephone call or message on the first day of absence by 9.15am we telephone the child's parent or carer to ask why the child is not in school.
- If we have previous concerns about a child's welfare e.g. the child is on the child protection register or we believe could be in danger, we notify our EWO and/or the police or Social Services at the end of the first day of absence.

5. Holidays

- Parents receive a list of holiday dates at the beginning of each academic year and are expected to take their holidays outside term time. Children should attend school for the maximum number of days possible since long absences can have a detrimental effect on their learning.
- Any request to remove a child during term time for the purposes of an annual holiday should be made to the Headteacher in writing using the form provided in the office.

6. Strategies for improving punctuality and attendance

Staff are committed to doing all they can to ensure children attend punctually and regularly. Our attendance rates are good and in order to ensure that they remain so we:

- keep a record of those who arrive late each day;
- keep a record of parents and carers who have telephoned to explain their child's absence; e.g. keep a record of parents and carers whom we have telephoned or left a message on the answering service;
- talk with parents and carers to identify whether support is needed for a particular problem;
- involve governors in our monitoring procedures;

7. Long-term absence

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

8. Monitoring and review

- It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardian.
- This policy will be reviewed by the governing body every year, or earlier if considered necessary.

Adopted: October 2013

Review: July 2022