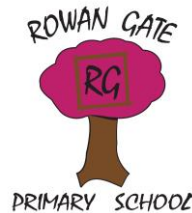


ROWAN GATE PRIMARY SCHOOL



SCHOOL ATTENDANCE POLICY

POLICY REVIEW

This policy has been reviewed in line with the following: (Reviewer please tick box)

a) Ensuring the policy is up to date and meets mandatory requirements

✓

b) Ensuring the policy is fit for purpose and that practice adheres to the policy.

✓

Policy was revised in May 2017 by Laura Clarke

Policy will be reviewed again in May 2019

ROWAN GATE PRIMARY SCHOOL



SCHOOL ATTENDANCE POLICY

Rowan Gate Primary School offers an environment in which pupils and their parent/carers feel valued and welcomed. A varied and flexible curriculum is offered to all pupils and learning tasks are matched to pupils' needs. We endeavour to nurture and empower all our pupils.

The ethos of Rowan Gate Primary School is that pupils should feel that their presence is important and that they will be missed when they are absent or late. The school's aim is to encourage every pupil to achieve high levels of attendance and excellent punctuality.

Absences are dealt with on the first day of absence, and in the first instance, by direct contact with parent/carers. Following consultation with the Deputy Head Teacher a telephone call is made by the school's Parent Support Worker to the parent/carers of those pupils with unexplained absences.

Attendance is recorded on SIMS twice a day, % attendance/absence information can then be generated.

Parents/carers are requested that they notify the school in the morning of the first day of absence, giving the reason and, if possible, stating if known, the duration of absence.

Parents of pupils whose attendance causes a concern will be contacted and attendance will be discussed.

The Head Teacher reports annually to the Governing Body on attendance matters.

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. Rowan Gate Primary School is obliged by law to differentiate between authorised and unauthorised absences. A letter or telephone call does not in itself authorise an absence.

An absence may be authorised if:

- A pupil is ill or 'prevented' from attending by an unavoidable cause.

- The absence occurred on a day set aside for religious observance by the religious body to which a pupil's parents belong.
- A pupil is absent with leave (granted by the Head Teacher or Governing Body).
- A pupil's transport fails to arrive.
- A family bereavement.
- An exclusion.
- A pupil is involved in an exceptional special occasion.
- Medical appointment.

An absence will be unauthorised if:

- No explanation is forthcoming.
- Shopping trips.
- Birthdays.
- Family Holidays

Holidays

In line with amendments to The Education (Pupil Registration) (England) Regulations 2006, Rowan Gate Primary School will not authorise any term time holiday. The Head Teacher may authorise holiday in exceptional circumstances and will consider the circumstances surrounding individual requests.

Procedures for following up absences and lateness

If a pupil is absent without an explanation being received, the school, where possible, will contact the parent/carer on the first day of absence.

If the absentee is a pupil with whom there are already concerns, or who is considered vulnerable due to their special needs, the school will make every effort to contact the parent/carer immediately.

If a pupil is persistently absent or late the school will notify the parent in writing.

When a pupil returns without communication from the parent the school will request an explanation from the parent in writing.

If a pupil is persistently absent or late and the school's efforts to improve the situation have been unsuccessful, the Deputy Head Teacher will consult with the Education Inclusion & Partnership Service for further support with the potential that the EIP will then contact parent/carers.

Pupils arriving late in school are to report to the School Office where the time of their arrival will be noted, the reason for lateness and the pupil signed in. Pupils leaving early should be

signed out by their parent giving the reason for leaving school early. Incidents of arriving late and leaving early will be monitored by the Head Teacher/Family Liaison Teachers.

This is intended to enable members of staff to establish:

- a) If a pupil is absent.
- b) What method of communication has been made with parents of absent pupils.
- c) The time of arrival of a pupil who is late for registration.

Communications from parent/carers received by the class teacher will be initialled, dated and delivered to the School office.

This Policy will be reviewed bi-annually; or sooner subject to new guidance.