

## Attendance Policy

### 1 Aims

**1.1** As St Anne's is a caring community where each child and adult is valued and respected, it is inevitable we will be concerned to know why adults and children are not in attendance at school. Similarly if we are to allow children to reach their potential then we must ensure that they are benefiting from every opportunity to be part of our school community.

**1.2** The aims of this policy is to:

- Further improve the quality and effect of school life on all concerned
- Create a culture in which good attendance and punctuality is expected
- Demonstrate to children, parents and staff that good attendance and punctuality is valued at St Anne's.

### 2 Objectives

**2.1** Good attendance and punctuality are essential if children are to take full advantage of all that is on offer at St Anne's, to enable the children to develop skills which will equip them for life. It should therefore be an essential and integral part of everyday life in school

**2.2** Through operation of this policy, staff, children and the local community together with the Education Welfare Officer can work in partnership to maintain good attendance / punctuality and ensure quick and early intervention if a problem is identified.

- All staff will encourage good attendance and punctuality, liaising with home and outside agencies when appropriate
- Morning registration will take place at 9:00am each day and any child not present at this time without a note or telephone message, will be marked with a red circle
- Registers must be returned to the office by 9:10am at which point a representative from school will attempt to make contact with parents to establish a reason for absence, and re-iterating the need for early contact in future
- If we are unable to make contact with parents / carers it will be considered that we have done all that is possible to establish why a child may be absent
- Any child arriving in school after the close of the register must be signed in and will receive a late mark in the register. Lateness will be reported in each child's annual report, as will the percentage of both authorised and un authorised absence
- If lateness is due to the school bus being late, it will not be recorded on the child's report
- Unexplained absence will demand that a written request for explanation is sent to parents.
- Afternoon registration takes place at 1:00pm KS1 and 1:15 KS2
- Should lateness / absence problems persist, then the Head teacher will contact the Education Welfare Officer

## Attendance Policy Reviewed September 05

- School is only able to authorise 10 days holiday during term time. Permission will not be granted during assessment preparation and assessment periods.

### 3 Definitions

#### 3.1 Authorised absence

This means the school has given approval in advance for a child to be absent or that an explanation offered afterwards in writing or verbally has been accepted as satisfactory justification.

#### 3.2 Unauthorised absence

The law requires that absences not agreed in advance or receiving a satisfactory explanation afterwards be recorded as unauthorised.

#### 3.3 By law, only the school can approve absence, not parents.

#### 3.4 It is for the school to judge whether or not an explanation given is satisfactory

### 4 Classifications in Attendance Registers

#### 4.1 At St Anne's the following codes are used:

- / indicates the child is present at the time of registration
- O indicates that a child has not arrived before the end of registration
- O indicates the arrival of a child after registration has taken place

#### Authorised absence ( O with the following codes )

- M medical and dental appointments, confirmed illness
- H family holiday for which leave has been sought and granted
- E excluded
- C other circumstances ( bereavement, special occasions, other approved absences not covered by another code )

#### Approved Educational Activity ( code letter only )

- P approved sporting activity
- V educational visit or trip
- Z child attending another institution but not dual registered

#### Unauthorised Absence

- U indicates that permission has not been granted or any explanation given

### 5 Conclusion

The success of this policy clearly depends upon the co-operation of parents and we would continue to encourage parents to:

**Contact the school as early as possible on the child's first day of absence**

**Ensure that all holidays are taken in conjunction with school holidays**

Through implementation, St Anne's would hope to fulfil the aims of this policy and ensure the safe and secure whereabouts of all our children during school time.

**Approved by governors:**

**Signed:**

**Date:**

**Date for review:**