
Croughton All Saints CE Primary School
Attendance Policy

October 2022



Believe, Achieve, Succeed Together.

Reviewed by	Approved by	Date Approved	Next Review Date
Governors	Governors	October 22	October 23

Principles

The Governors of Croughton All Saints C of E Primary believe our pupils deserve the best possible education. We believe that positive behaviour, regular school attendance and punctuality are central to raising standards and pupil attainment. The school curriculum is very full and any time missed cannot be replaced.

We take attendance seriously and have put a lot of time and energy into getting our procedures as efficient and effective as possible. We trust that all parents will work in partnership with us to ensure that all our pupils receive full time education which maximises opportunities for each child to achieve the best they can.

Aims

- To raise achievement by ensuring the highest standards of attendance and punctuality
- To work in partnership with parents, carers, pupils, school and the wider community to support maximum attendance and punctuality
- To promote a consistent whole school approach to all matters relating to attendance and punctuality
- To continue to develop positive and consistent communication between home and school to achieve high standards of attendance and punctuality
- To develop a systematic approach to gathering and analysing attendance related data in order to identify patterns and trends
- To develop parents, carers and pupil's knowledge and understanding of the legal position regarding attendance and punctuality

The DfE states:-

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. The government expects schools and local authorities to:

- *Promote good attendance and reduce absence, including persistent absence;*
- *Ensure every pupil has access to full-time education to which they are entitled; and act early to address patterns of absence.*
- *Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.*
- *All pupils to be punctual to their lessons.*

Procedures

Setting good attendance patterns from an early age is essential. Regular attendance is dependent on good relationships between home and school. At Croughton All Saints we expect all our parents and pupils to have the proper respect for education and those who deliver it. We expect parents to work in partnership with our school to ensure that pupils do not miss their full entitlement and jeopardise their learning.

Authorised absence

The Department for Education state that absences may only be authorised at the Headteacher's discretion for the following reasons:

- A child is ill or receiving medical attention
- Days of religious observance (notified in advance)
- Absence due to family circumstances (e.g. bereavement, serious illness)

Unauthorised absence

Unauthorised absences are those where:

- No letter or acceptable explanation is provided by parents/carers
- The reason for the absence does not fall into one of the categories of authorised absence as above
- Absence of a pupil where concerns have already been aired and patterns and overall attendance rates are unacceptable

The Department for Education guidelines state that the following activities would classify as **unauthorised**:

- A birthday or family celebration
- Family holiday

Holidays

Croughton All Saints CE Primary School policy about term time holidays is in accordance with Government guidelines. Children are at school for 190 days in the year. That leaves 175 days including statutory holidays.

If the Headteacher has not authorised the leave, and your child is out of school for over five days (10 sessions) in any six week period, absence will be referred to the Local Authority. When no reason is given, or a reason is considered unsatisfactory the absence will be recorded as unauthorised.

Please see Appendix 1 for details on Penalty Notices.

Governors

The governing body expects the school to regularly monitor attendance and punctuality and report all attendance figures with an overview of incidence of attendance less than 90%. The governing body expects the school and parents to address attendance concerns and work in partnership to resolve them.

Registration

Registers are taken twice a day, at 8:55am every morning and at 1:00pm every afternoon.

A day equates to two sessions.

Late Arrivals

At Croughton All Saints we believe being on time is also vital. Arriving late can be very disruptive for both the child and other children in the class. All children arriving after the school gates are closed at 8.55 am should report directly to the school office to ensure accurate absent and late records are kept. KS1 children are then accompanied by the Business Manager to their classroom. The Headteacher will report repeated lateness to the Local Authority for investigation.

Non Collection of Children

In the event a child is not collected at the end of the school day and no prior explanation has been given by the parent, the KS1 pupils will be escorted and KS2 pupils will be sent to the school office and parents/will be contacted by the office staff. In the event of repeated lateness to collect their child/ren, a communication in writing will be sent from the Headteacher reminding of the school's safeguarding procedures.

Illness

Parents are expected to notify the school before 9.30 am if a child is absent through illness, on the first day of absence. This may be by logging the absence on Studybugs, by email, telephone call or in person.

Where an explanation has not been received, an attempt will be made to ascertain the whereabouts of the child using the contact numbers held at school.

Medical and Dental Appointments

Parents are expected to make every effort for appointments to take place out of school time. When this is unavoidable, parents must seek prior permission from the Headteacher **in writing** using the Special Leave Request form. Absences can only be authorised by the Headteacher. Parents are expected to restrict this time to a minimum, and we expect the child to be returned to school as soon as possible that day.

Chair of governors: Mr Mark Stapleton

Headteacher : Mrs Helen Goulder