

BISHOP WOOD C OF E JUNIOR SCHOOL

ATTENDANCE POLICY to accompany the Local Authority Policy



This policy accompanies the Local Authority policy on School Attendance, which we have adopted, setting out specific procedures and guidance relating to our school. It has also been drawn up in consultation with our feeder infant school so that there is continuity of good practice.

1 Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

2 Definitions

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.
- All holidays during term time will be unauthorised unless there are exceptional compassionate circumstances.

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, we request such notification on the first day of absence.
- Only the school can make an absence authorised. Parents do not have this authority.

Your child needs to be at school by 8.55am lined up in class groups on the lower playground. The playground is supervised from 8.45am. Children are not allowed on the premises before this time unless they are attending a supervised activity. Any child arriving late after 8.55am should enter school and report to the school office. Pupils will then need to sign the late arrivals book and children will receive a late mark on our computerised register system.

3 If a child is absent

If a child is going to be absent from school the school office must be notified. A phone call is required by 8.55am on the first day of any illness. When a child is absent due to sickness or diarrhoea they must remain at home for 48 hours following the illness. This is a Health Protection Agency directive to prevent the spread of infection. Children must also remain at home for the full day if absent due to any illness and return the following day.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

4 Requests for leave of absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. Changes in legislation make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their country of origin.

If a parent still plans to withdraw a child during term time we expect them to complete a 'Notification of Unauthorised Holiday' form which can be obtained from the school office.

5 Repeated unauthorised absences

If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. All schools receive regular visits from an Attendance and Inclusion Officer (AIO) who inspects the registers and ensures that action is carried out to address persistent lateness and absence.

The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

6 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 7 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 guardians.