

Upshire Primary Foundation School



Attendance Policy 2006

Footsteps to the Future

UPSHIRE PRIMARY FOUNDATION SCHOOL

ATTENDANCE POLICY

Upshire Primary Foundation School aims to encourage and assist all of its pupils to achieve excellent levels of attendance and punctuality and to form good life long habits.

REGISTERS

Please take extra care when marking registers.

They are:

- legal documents and of paramount importance in assessing and monitoring attendance.
- used as evidence if parents of a persistent non-attende are prosecuted by the LEA.
- also available for inspection by LEA, EWO, OFSTED.

Please maintain in the following way:

RED AND BLACK PENS ONLY

RED: absent circle
BLACK: present marks and symbols

Use the following symbols:

Black: /\ present
V present but on a school journey/educational visit/
sporting activity

Red: O unauthorised absence

The admin officer will enter any other symbols once the reason for absence is ascertained:

Black symbol inside red O

C authorised absence - illness - school notified by parent/guardian
H authorised family holiday - leave granted
M medical/dental appointments - put M in circle when child returns - count as present if child returns for part of session

Red L late after registration closes, with no explanation. Counted as an unauthorised absence for rest of session

L/and time if late but before register closes

The Admin Officer will consult with the Headteacher over the authorising of any absences that fall outside of the above categories.

REGISTERS SHOULD BE CLOSED AND RETURNED TO THE OFFICE WITHIN 10 MINUTES OF THE START OF THE MORNING AND AFTERNOON SESSIONS.

All parents are expected to contact school on the first day of absence. On the second day of absence if no contact has been made then the Admin officer will attempt to phone the child's home. If after 3 attempts no contact is made then a letter (A1) will be sent by post.

All letters which are to be authorised by the school must be covered by a communication from the absent pupil's parents (by telephone, in person or in writing). Only the school's acceptance of the explanation being offered can result in the absence being authorised. If the school is unable to authorise the absence it will be classified as an unauthorised absence.

Poor attendees

Regular school attendance is important not only because it is required by law but because it is an effective prerequisite to effective learning.

We have few children experiencing attendance difficulties. However, we must be vigilant in order to pick up those pupils who may potentially be poor attendees during their time with us and into Secondary school.

Where there are concerns regarding attendance the Admin Officer will initially send out a letter (appendix 1) and subsequently inform the EWO.

Absence may only be authorised for:

- pupil illness
- unavoidable medical appointments
- exceptional family circumstances (e.g. bereavement)
- when the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- other circumstances specified and agreed upon in advance by the Headteacher/Deputy Headteacher

Family Holidays

The school has the discretionary power to grant leave for an annual family holiday during term time. Only in very exceptional circumstances may the amount exceed (in total) more than two weeks in any academic year. In each case (but particularly extended leave of absence) we should pay particular regard to:

- the nature and purpose of the trip
- the durability of the trip and its impact on the child's education
- the circumstances of the family
- the frequency of this event
- the overall attendance pattern of the child

Each case will be looked at individually. Teachers might consider setting an assignment (e.g. diary/collection to share on return) to be completed during the holiday.

Lateness

Pupils are expected to attend school, school lessons and all school activities punctually. Punctuality will be encouraged both as a means of ensuring that school time is not wasted and, as importantly, as an act of courtesy to staff and other pupils.

Any child arriving late will have their name and reason for lateness entered into the lateness book which is kept in the office. The Headteacher and the Admin Officer will monitor the lateness. A letter (LL1) will be sent home when a child is late into school. Frequent latecomers will have a further letter (LL2) sent home inviting the parents in to discuss the situation.

We must continue to be sensitive to individual circumstances - late arrivals could stem from difficulties at home or other genuinely unavoidable circumstances. Professional judgement and knowledge of the child and his/her home circumstances should inform how to deal with lateness.

Certificates for good attendance will be issued termly and a cup will be awarded each week to the class with the best attendance.

Please maintain all registers :

daily - am/pm totals etc

The admin officer will annotate in spaces provided any reasons given for absence or lateness, by note, telephone call or verbally from an adult.

Admin staff will check unauthorised absences each week and send out letter3 (attached) by post! Head and class teacher will be informed of this.

Children should enter school at 8.45am and should be strongly encouraged to be on time for their introductory activity.

School holidays and other occasions when the school is closed will be marked in the register by the Admin Officer