

**Ullesthorpe C of E Primary School
Attendance Statement**

1 INTRODUCTION

- 1.1 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 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.
- 1.2 Under the *Education (Pupil Registration) Regulations 2006*, the governing body is 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 is authorised or unauthorised using agreed codes to indicate reasons for absence.

2 DEFINITION

2.1 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 / carer.
- Only the school can make an absence authorised. Parents / carers do not have this authority. Consequently not all absences supported by parents / carers will be classified as authorised.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.

2.3 Persistent absence

- A persistent absentee is defined as having 48 or more sessions of absence during the school year.

3 IF A CHILD IS ABSENT

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent / carer.
- 3.2 When the child returns to school, a note should be brought from a parent / carer to explain the absence.
- 3.3 A note may be sent to the school prior to the day of absence.
- 3.4 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 / carer, in order to check on the safety of the child.

4 REQUESTS FOR LEAVE OF ABSENCE

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent / carer may legitimately request leave of absence for a child to attend.
- 4.2 There is no automatic right to leave of absence for holidays in term-time. Amendments to the *Education (Pupil Registration) (England) Regulations 2006* make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. We naturally prefer parents / carers to take their family holidays in the normal school holiday periods.

5 LONG TERM ABSENCE DUE TO ILLNESS

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that children can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the relevant support services.

6 REPEATED ABSENCES / PERSISTENT ABSENTEES

- 6.1 The school will contact the parent / carer of any child who has an unauthorised absence/persistent absences. If a child has a repeated number of unauthorised absences or persistent absences, the parents / carers will be asked to visit the school and discuss the problem. If the situation does not improve, the school will issue a further letter to seek to ensure that the parents / carers understand the seriousness of the situation.
- 6.2 The school will inform the local authority of any child who fails to attend school regularly, or who has been absent without the school's permission for a continuous period of 10 days or more (pupil missing

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in education). Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area that are not on a school roll or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. After 20 days the child will be removed from roll and the local authority informed accordingly through their children missing in education notification procedures.

- 6.3** The governors, supported by the Local Authority, reserve the right to consider taking legal action against any parents / carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 REWARDS FOR ATTENDANCE

- 7.1** Certificates for 100 per cent attendance are distributed at the end of the academic year.

8 MONITORING AND REVIEW

- 9.1** It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the headteacher. The governing body also has the responsibility for these procedures, and for seeing that they are carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2** Class teachers are responsible for accurate marking of the register and alerting the office staff and headteacher of irregularities or concerns. Office staff are responsible for receiving and recording messages from parents / carers, contacting parents / carers to check on absences and producing computer generated reports on attendance.