

Appleton Wiske Community Primary School
Attendance Policy

We expect all pupils to attend school every day if they are healthy enough to do so. We do all we can to encourage pupils to attend and appropriate procedures are in place. We believe that the most important factor in promoting good attendance is developing positive attitudes towards school. We strive to make our school a happy and rewarding experience for all pupils. Under the Education (Pupil Registration) Regulations 2006 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. The register will indicate whether an absence was authorised or unauthorised.

Definitions

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 and the parent writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

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.

If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence in the register (SIMS – online) and inform the school office. The office staff will contact a parent or guardian to enquire about the absence. When the child returns to school, a note must be brought from a parent or guardian to explain the absence. A note may be sent to the school prior to the day of absence; for example, if a child has a medical appointment. If there is any doubt about the whereabouts of a child, the class teacher will 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.

Requests for leave of absence

We believe that children need to be in school for all sessions so that they can make progress in all areas of their personal and academic development. In September 2013, new legislation regarding holidays in term time came into place. The school follows the Swaledale Alliance Policy. See Leave of Absence from School during Term Time policy.

Long-term absence

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 in order for them to 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 support services for advice and may make arrangements for the child to be given tuition outside school.

Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. 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. If the situation does not improve, the school will then contact the Local Authority support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation. All children have a right to an education, and parents are legally responsible for ensuring their child's regular and punctual attendance. The LA also has a responsibility to enforce attendance at school. Our school will work closely with the LA Education Welfare Officers and any parents or carers who are having difficulties in ensuring regular attendance. There are a range of measures available, including in extreme cases the possibility of prosecution which would be brought by the Local Authority.

Rewards for good attendance

Pupils will receive certificates at the end of the school year for excellent attendance.

Attendance targets

The school sets attendance targets each year based on figures from previous years and national attendance data.

Monitoring and review

It is the responsibility of the Governing Body to monitor overall attendance and they review this annually with the Head Teacher. The Governing Body has the responsibility for implementing this policy. The school will keep accurate attendance records on file for a period determined by the retention schedule. The Head Teacher will report to the Governing Body about attendance every term. Attendance information is shared with parents/carers in school newsletters.

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Scott Wilson	Chair of Governors		