

# Attendance Policy

## Vision

Our vision is to provide an excellent education which recognises the worth and fosters the growth of each pupil within a Christian Community. We seek to offer a broad and balanced curriculum to all pupils and aim to raise the standards of achievement of all. Education is a partnership between school and home and we work hard to nurture this

## Pupil Voice

“It’s fun being at school because you learn new things and you get to play with your friends. If children miss school it means that they won’t know what they are doing when they come in the next day. It’s really important to be in school because you learn and that means that you can get a real job when you are older.”

Policy drafted by: Penny Cox  
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At Holy Trinity School we expect each child on roll to attend school between the hours of  
8.45 a.m. – 11.45 a.m. **OR** 12.45 p.m. – 3.45 p.m. ~ Nursery children  
8.55 a.m. – 3.20 p.m. ~ KS1 children (times for Reception children vary during the course of  
the year.)  
8.55 a.m. – 3.30 p.m. ~ KS2 children

Children should only be absent from school for medical reasons or very specific family circumstances. Absence from school has a detrimental effect on a pupil's progress and attainment.

Parents are informed regularly of the importance of good attendance and punctuality. There is specific guidance at the beginning of each school year. Where there is poor attendance or punctuality, each case is treated individually. The school works with parents, and if necessary the school Education Welfare Officer, to assist parents in finding a solution. Rewards are given to children who have particularly good attendance.

### **Registers**

It is a legal requirement that the school keeps detailed records of lateness and absences. Registers are marked twice a day and are sent to the school office at 9.10 for all classes, and 1.45 in the afternoon. Children present are marked with a black diagonal stroke. No mark is made in the register, for any child not present by 9.15am. Children who arrive at school after the register has been sent to the office **MUST** report into the office. Their time of arrival and reason for lateness is marked in the late book and the child is given a late slip to show the class teacher that s/he has reported in. Children who arrive after registration but before 9.30 are marked as late in the register with a blue/black 'L' inside a red circle by the School Admin. Officer. Those who arrive after 9.30 are marked as absent for the morning, but are noted in the register with an asterisk to ensure that the child is shown as present on site during fire practices/real fire.

### **Absence**

At Holy Trinity School **Authorised Absence** covers medical reasons or illness, religious observance, bereavement, receiving part-time and/or temporary education at an off-site unit, exclusion or occasionally special circumstances and occasions. Authorised absence is granted at the Head teacher's discretion. (Reasons such as holiday, shopping, waiting for a public utility service and non-urgent medical/dental treatment when an appointment could be made out of school hours are **not** acceptable reasons for absence and will not be authorised.)

On the first day of absence the parent/guardian/carer should telephone the school if possible and **must also** supply a written note in order for an illness entry to be made in the register.

**Unauthorised Absence** refers to any absence that is not explained in a letter. It is not acceptable for a child to explain his/her own absence – it is the responsibility of the parent. Absence requests to enable families to have 'long weekends' will not usually be authorised. In **extremely exceptional circumstances** if an "..... application is made by a parent with whom the children normally resides, a pupil **may** be granted leave of absence from the school to enable him to go away on holiday." (Education (Pupil Registration) Regulations 1995) No more than 10 school days will be granted in any school year. Parents should develop and retain an appreciation of the importance for their child's education of regular school attendance as well as their statutory duty to secure such attendance. We do not normally grant leave of absence as a matter of course.

### **Punctuality**

Regular lateness due to poor timekeeping is not acceptable and the school will take the following action to remedy this situation:

Parents will be reminded regularly in Newsletters about the importance of punctuality and the negative effects of lateness.

Records are kept in the office of the time any latecomers arrive, together with the reasons for lateness. All lateness is monitored by the school, together with the Educational Welfare Officer. Parents are kept informed of their child's attendance through an attendance summary, issued each term. If a pattern of lateness/punctuality is noticed the Head/Deputy will make contact with the parent in person or by telephone. This will ascertain if there are any extenuating reasons which, when met, will remedy the lateness. (Reference may be made to the school's behaviour and anti-bullying policies.) (Letter in Appendix 2)

If there is no improvement, a formal letter will be sent and a meeting will be arranged with the Education Welfare Officer to discuss ways of remedying the situation.

If problems continue, a specific referral will be made the Education Welfare Officer who will contact the parents. In extreme circumstances it may be necessary for the LA to consider taking legal action.

### **The role of the Education Welfare Officer**

The Education Welfare Officer has a "statutory responsibility for enforcing school attendance". To monitor termly the registers and to note regular patterns of poor attendance and punctuality. To meet with the Head teacher to discuss individual children with less than 80% attendance. To take action on behalf of the school, as appropriate, for each individual case.