

WEAVERTHORPE CE (VC) PRIMARY SCHOOL

ATTENDANCE POLICY

Our Christian aims:

- ♥ To be a welcoming rural school with a friendly Christian ethos, where learning is exciting, challenging and engaging; and where children reach their full potential.
- ♥ To discover and nurture children's potential and well-being within a happy, safe and stimulating environment.
- ♥ To encourage care, respect and celebration for themselves, **all** others and the environment in which they live and learn.
- ♥ To deliver high standards of teaching where we can develop questioning minds and skills for life-long learning.

Our Christian values:

We will be:

- ✓ Respectful – to show empathy towards each other and to respect all and their belongings.
- ✓ Good learners – we will demonstrate good learning behaviour and meet challenges in a positive way.
- ✓ Trustworthy – we will tell the truth and show that we can be relied upon.
- ✓ Kind, forgiving and patient – with ourselves and each other.
- ✓ Fit and healthy – we will know how to live healthy, active lives.

We will:

- ✓ Enjoy learning – we all want school to be good fun!
- ✓ Care for the environment - at school and in the wider world
- ✓ Have good manners
- ✓ Be confident and believe in ourselves.
- ✓ Become independent – as we learn.

INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

Children need to feel that their contribution in school is valued and all staff care about them as individuals.

Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive between 8.45 and 8.55 each morning with an adult supervising them until the bell is rung. Pupils should be collected at 3.15pm. Nursery pupils should be collected at 12 noon or after lunchtime. Children arriving and leaving at any other time should be signed in by their parent or carer in the school office.

Reporting of Absences

Parents are responsible for contacting the school before 10am on the child's first day of absence. This is usually by phone, sometimes in person. If an absence is known of in advance, eg. a medical appointment, informing the school prior to the absence is helpful.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

Long term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

Recording and use of Absence Data

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

School's official starting time is 8.55 am. Any child arriving when registration closes (between 8.55am – 9am), will be registered with a late mark. Pupils arriving after this time should report to the school office and those arriving after 9.15am will be marked absent for the session. School will follow NYCC guidance for authorising this lateness. It is important that pupils are punctual and arrive prepared for the day's learning.

When a child fails to attend school for one or more sessions this will be recorded as an absence. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and, where pupils' attendance causes concern, shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

Holidays

We aim to publish and circulate, as soon as possible, dates of school holidays and non-contact days, so that parents have this information for forward planning and booking holidays.

APPLICATION FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

Parents/carers must obtain the schools permission before making any arrangements for leave in exceptional circumstances, otherwise the absence will be recorded as unauthorised.

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment.
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

Please note: Head teachers would not be expected to class any term time holiday as exceptional.

This is not an exhaustive list and Head teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head teacher is final.

Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences. Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress.

Before completing an application parent/carers are asked to consider the effect on their child's continuity of education.

Illness during the school day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread. Guidelines for the return of recovering pupils are detailed in the school medical policy.

In the event of School Closure

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day it will be broadcast on BBC Radio York, Minster FM and Yorkshire Coast Radio. If the weather or other conditions mean that a decision is taken to close school during the school day parents and guardians will be telephoned and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

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