

ATTENDANCE

Introduction

At The Saints Federation, we believed that good attendance and punctuality is essential for good education and standards of attainment. This policy is intended for staff, parents, governors and any other persons concerned with attendance at The Saints Federation. The person responsible for attendance is the Executive Headteacher Maxine McGarr. A Governor with specific responsibility for attendance monitors.

Aims

To encourage good attendance and punctuality to ensure high standards of achievement.

To encourage children to understand the need for good attendance and punctuality.

To ensure equal access to the curriculum for all pupils.

The Saints Federation aims to achieve 97% attendance each year.

Procedures

The school day is broken into two sessions:

All Saints is 09.00 – 12.00 and is 13.00 – 15.15

Hapton is 08.50 - 12.00 and 13.00 - 15.00

St. Andrew's is 09.00 – 12.00 and 13.00 – 15.20.

The school gates open at:

All Saints: 08.40

Hapton : 08.35

St Andrew's: 08.40

There will always be a member of staff on gate duty from the designated time, however children who arrive before 08.40 at All Saints and St. Andrew's and 08.35 at Hapton are the responsibility of their parent/carer.

Registration is at the following times:

All Saints - 09.00 and 13.05

Hapton - 08.50 and 13.05

St. Andrew's - 09.00 and 13.05

Children who arrive within half an hour of these times will be marked as 'late'. Any arrivals after this will be marked as 'unauthorised absence'.

Children are expected to attend school unless prevented from doing so by illness. Children's absence must be reported to the School Office by telephone or letter on the first day of absence.

If the School does not receive notification by 9.30 am the child's home will be telephoned. Reason for absence will then be recorded in the register.

Holidays

From the 1st September 2013 an amendment has been made to the Education Regulations 2006 making it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It states Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Annual family holidays during term time will not be authorised. The Executive Headteacher is able to authorise leave of absence in term time in exceptional circumstances only. Parents are expected to complete a leave of absence form for any absences.

At The Saints Federation the Executive Headteacher will only consider authorising absence in exceptional circumstances where a child has an attendance record of 92% for the previous 12 months and the absence does not interfere with statutory assessments.

Where parents wish to request leave of absence in exceptional circumstances they should complete and submit a 'leave of absence request form'.

The request will be looked at and signed by the Headteacher and the parent and class teacher will be informed and given a copy of the decision. Where a parent takes a pupil on a holiday in term time a fine may be issued in line with current legislation.

Medical Appointments

The federation recognises that it may sometimes be necessary for medical appointments with specialists or sport and music exams to take place during the school day. If a child requires time off for these, then the Executive Headteacher should be made aware of this in writing (e.g. hospital appointment cards).

Improving Attendance and Punctuality

To encourage regular attendance we will

- Remind parents frequently of the importance of regular attendance.
- Inform parents of the procedures for absence arrangements.
- Keep attendance registers accurately so that absences can be followed up and data analysed.
- Develop a good working relationship with our Attendance Improvement Officer
- Monitor attendance and inform parents by letter every half term.
- Reward good attendance.
- Issue a record of each child's attendance and punctuality with the annual reports to parents.

Monitoring

Where a child's attendance falls below 92%, a letter will be sent to the parent explaining the importance of regular attendance, and advising that if attendance falls below 90% further action will be taken.

This will involve the school contacting the Attendance Officer and fast track procedures and court proceedings may occur.

Links to other policies

This policy adheres to Single Equality Status (including Looked After, Special Educational Needs and Gifted and Talented pupils), Health and Safety, Safeguarding and Whistleblowing Policies.

Last Review: September 2020

Next Review: September 2021