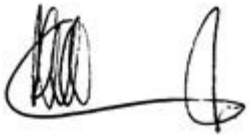
Attendance Policy

STATUTORY

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POLICY

Headteacher	Chair of Governors	Review Dates
		Last Review: Dec 2020
Lisa Keighley	Philip Cavalier-Lumley	Next Review: Dec 2021

Aim

The school aims to ensure all children achieve their full potential in all aspects of their school life. In order to achieve this it is vital that children attend school every day.

It is the legal responsibility of all parents to ensure their child(ren) attend school every day.

This policy should be read in conjunction with the Local Authority's protocol document - see below:

Procedure

What to do if your child is absent

If your child is absent from school you should contact the school office as soon as possible on the first day of absence; this can be done by telephone on 01274 414355 or in writing.

If school is not contacted by parents then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. If no reason can be found and/or parents cannot be contacted, the absence will be recorded as such. On the child's return to school a letter will be sent requesting the reason for the absence. If no reason for absence is received following the letter the absence will be recorded as unauthorised. If parents cannot be contacted it may result in a home visit.

The role of School Attendance will always be a high priority for school and we will continue to promote attendance in a positive way through assemblies, certificates and prizes.

Punctuality In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.45 and the register is taken at 8.55. Children arriving between 8.55am and 9.30am will be recorded as being late. Children arriving after 9.30am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning.

Holidays

In line with new government guidelines term time holidays are no longer permitted. All requests for term time absence will be termed as “leave of absence”. The school will not authorise any requests for leave of absence other than in exceptional circumstances. Any request for leave of absence should be made in writing to the Headteacher.

If a child is taken out of school for a leave of absence then a Fixed Penalty Notice will be issued. Fixed Penalty Notices are calculated as follows:

£60 per parent per child if paid within 21 days.
£120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

Authorised Absence

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

Role of Local Authority

Attendance below 90% may trigger the involvement of the Local Authority's Educational Social Work Service and may result in a penalty notice being issued.