



# Eversley Primary School

## ATTENDANCE POLICY

The staff and Governors of Eversley Primary School believe that regular attendance and punctuality are essential for a good education. We aim to maintain excellent attendance through:

- Setting a good example of attendance and punctuality as a staff
- Encouraging all pupils to achieve their full potential through regular attendance and punctuality
- Valuing and rewarding good attendance and punctuality
- Monitoring poor attendance and punctuality and following up appropriately
- Offering support to pupils and families where it is needed
- Maintaining regular communication with parents/carers

From September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if the leave is granted under exceptional circumstances.

**Written applications must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave. A leave of absence is granted entirely at the Headteacher's discretion.**

### Authorised absence is as follows:

- If a child is prevented from attending due to sickness. Parents/carers are asked to telephone/email/report on ParentMail to the school on the morning of the first day of absence. Children should not return to school for 48 hours after the cessation of diarrhea/sickness
- For religious observance as defined by the religious body to which the child belongs
- For participation in approved public performance
- In situations where the school would reasonably exercise discretion to grant leave

Where possible, medical/dental appointments need to be arranged outside school hours. If a child is unable to attend school for any other reason, parents must write/email the school office for the attention of the Headteacher, in advance of the absence, and must be able to demonstrate exceptional circumstances for any absence to be authorised.

### Lateness

- Attendance registers are taken at the start of each morning session and during each afternoon session. They are legal documents, are held in school for three years and are subject to regular screening by the Education Welfare Service (EWS) and OFSTED
- Morning attendance registers are taken at 8.40am. If a child is late (i.e. arrives after 8.40am) s/he must report to the office and will be marked as late. If a child arrives after 8.50am, without a valid reason, s/he will be marked as absent without authorisation

## **Persistent Lateness or Absence**

Although a range of strategies and actions will be taken on an informal basis, a formal procedure is applied when an absence remains unexplained, or lateness or absence are persistent. This is:

- On the first day of absence a “phone call” is made by the Welfare Assistant
- Persistent lateness is quantified as 3 lates in 2 weeks, 4 lates in 3 weeks, 5 lates in half a term
- If absence/lateness persists, letters are sent from the school. drawing attention to the child’s attendance/lateness
- Persistent absence/lateness will trigger a discussion, on an informal basis, with the child/parent and a reminder about the importance of regular attendance and punctuality. Parents are invited to the school, offering them the opportunity to meet with the Phase Leader and/or Attendance Officer to discuss the pattern of attendance/lateness
- If the parents do not attend the meeting, the next stage is for an approach to be made by the EWS either by letter or through a visit
- Further formal approaches might then be made according to the Local Authority’s attendance policy

## **EWS Meetings**

The Attendance Officer liaises regularly with the EWS to discuss any concerns and follow up the progress of individuals (particularly those with persistent absence records). Prior to any meetings with the EWS the following information is collected:

- Attendance record for any child with less than 95% attendance
- Attendance record for any child whose absence shows particular trends
- Attendance record for any child who has been frequently late
- Attendance records for Persistent Absentees (those with 90% or less attendance)
- Class percentage totals

Information is shared about previous cases and decisions taken about the next stages of intervention where appropriate. Decisions are recorded on the attendance monitoring sheet.

Following a meeting with the EWS, Phase Leaders and class teachers are notified of the outcome and agreed actions are discussed and followed up as appropriate.

At all times we believe that a positive approach which aims for cooperation is essential if improvements in attendance are to be sustained.

## **Monitoring**

The Headteacher reports to the Governing Body on attendance in the termly Headteacher’s Report.