

## Cheapside CE Primary School



### Attendance Policy

#### **Attendance Policy**

The attendance of children at school is of vital importance. If they do not attend school regularly their learning is fragmented, their acquisition of skills and knowledge is interrupted, and their educational achievements are potentially damaged.

There are approximately 190 school days in the academic year, therefore leaving 175 days when children are not in school. Lengthy and repeated absences put children's education at risk. The school actively discourages any child being absent from school.

When a child falls behind their peers through reasons of non-attendance the teaching staff need to devote time and effort to rectify the situation, thereby depriving other children of these resources.

Good attendance is essential if pupils are to take full advantage of all aspects of school life, acquire the skills they need and develop good habits.

The Governors expect regular and punctual attendance at each of the twice daily sessions of each school day within the given term dates.

#### **Our Aims**

- To encourage children to maintain high attendance and punctuality at all times
- To encourage parents to support their children in achieving 100% attendance
- Improve the attendance of those pupils whose attendance figures fall below the school/local authority guidelines

#### **The Legal Framework**

The Statutory Guidance that govern attendance at school are contained, primarily, in two acts; the Education Act 1996 (Sections 7 and 444) and the Education (Pupil Registration) Regulations 1995 [SI 2089] (Sections 7 and 8). The effect of these laws is:

- Parents/carers must make reasonable efforts to ensure their children attend school
- The attendance of a child will be noted twice each day by the school

- There is no automatic right for a child to be absent from school
- Periods of absence may be granted only in exceptional circumstances – (Please refer to Leave of Absence in Term Time Policy for further details)
- All applications for absence must be made in writing
- All requests for absence will be considered on their own merits

### **Key Commitments**

#### **What the School will do to achieve this:**

- Termly reporting to parents of attendance causing concern.
- If absence continues or general attendance falls below 85% then a letter will be sent requesting a meeting between the school and the parent/carer.
- In the event of no contact being made by telephone or text regarding a child's absence the parents will be contacted by the school office on the first day of absence unless concerns have been previously raised. This is in accordance with RBWM's First Day Response Initiative.
- The school will remind parents who do not provide a reason for absence.
- Only school authorise absence and if the school is not informed of the reason for the absence then it will be classed as unauthorised.
- If the school continues to be concerned regarding attendance the assistance of the EWO will be enlisted.
- The School has a named Education Welfare Officer (EWO) whose role it is to provide advice and support on attendance and welfare matters.

#### **What the Local Authority will do to achieve this:**

- support the School and identified pupils whose attendance gives cause for concern.
- support parent/carers through the individual casework undertaken by the Educational Welfare Officer (EWO) and other agencies.
- prioritise the attendance of Looked After Children, accepting its role as a corporate parent.

#### **What parents should do:**

- It is the parent's responsibility to inform school of the reason for a child's absence as soon as possible.
- Parents should ring the school on the first day of absence as early as possible and before 8.55am. This should then be followed up with a letter upon your child's return to school.
- If parents are unable to phone, then a letter, written by the parent/carer should be sent on the first day the child returns to school stating the reason for absence.
- If the absence is prolonged, interim information would be appreciated, so that the school can help with homework or other necessary arrangements.
- If a reason has not been given, absences may be unauthorised.

**Early Years - Reception Class**

Although many children are below statutory school age when starting school, good attendance is expected on the same basis as school age pupils.

**Registration**

Under Regulation 3 of the Pupils' Registration Regulations 1956, all schools must keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The 1991 Regulations also state that registers must state whether an absence is authorised or unauthorised.

The session times for Cheapside School are:

	Reception & Year 1	Year 2 & KS2
Morning session	8:55 -11.50 - 12:00	8:55am-12:00
Afternoon session	1:00 – 3.15pm	1:00 - 3.15pm

**Lateness**

The school policy is to encourage punctuality and to actively discourage lateness as it can seriously disrupt lessons and adversely affect the child's progress. If a child is late and misses registration, a late mark will be recorded. Obviously the school will be sympathetic if this is for a good reason. If, however, a pattern of lateness starts to emerge, parents will be invited to discuss the matter with the class teacher/Headteacher in order to reach a satisfactory solution.

The school operates a 'Soft Start' to the school day whereby children may be dropped off from 8.35am and supervised by school staff. A member of staff is on duty at the school gate from 08.45 and children go straight into class on arrival.

The school day ends at 15.15, when children are collected by their parents/carers. All staff will endeavour to ensure children come out on time.