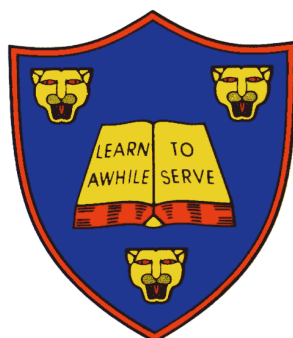


STRATFORD PRIMARY SCHOOL



ATTENDANCE & ABSENCE POLICY

Date of Adoption and Approval by Governing Body	7 th October 2014
Model Policy from WCC or School Own	School Own
Review Frequency	2 years
Date of Next Review	October 2016
Policy on Website	YES
Date Updated on Website	May 2015
Signature	
Date	7 th October 2014

Stratford Primary School

Attendance & Absence Policy

Rationale:

The Governors, Head Teacher and staff are keen to ensure that all our children attend school regularly and punctually so that they receive the best education possible in order that they fulfil their potential. To this end, parents will be informed of the school policy and encouraged to understand the importance of good attendance and punctuality. Records are maintained on a management system known as SIMS.

Purpose:

To recognise that:

- regular and punctual school attendance is vital if pupils are to benefit fully from the opportunities which this school offers them.
- the National Curriculum underlines the importance of continuity and progression in the learning process
- it is an established fact that children who develop poor patterns of attendance and punctuality at primary school tend to continue in this pattern throughout their school life and beyond
- poor attendance and punctuality can have detrimental effects on social development

Practice:

- All absences will be recorded on the class register at first instance. Absences for the day will then be noted on the absence/late sheet kept in the school office
- Teaching staff will complete the paper register in full and sign indicating they have completed it after each session
- Absences should be reported by parents to the school office by 9.30am by telephone, (messages can be left out of hours on the answer machine), email to admin3204@welearn365.com
- If no information has been given to the office or the class teacher about the reasons for a child's absence or in circumstances where there is cause for concern, the school will telephone the child's parents/carers as soon as the absence is noted to seek reasons.
- It is preferable for parents to contact the school each day by telephone or email to confirm the absence. However it is the school policy, having had confirmation of the absence on the first day, to telephone the parents on the third day if nothing further has been heard.
- Upon return to school, a written explanation should be provided by way of a signed letter or the school's absence slip, which should also be signed. This should be handed to the office or sent in with the child and handed to the class teacher.
- In the event of no reasons being given on the day, further telephone contact will be made to establish the reason for the absence. If no information is forthcoming, a letter will be sent home with a reason for absence slip requesting that the parent completes the form and returns it to school. A warning will be given that the absence will be noted as unauthorised if no reasons are given after a period of 14 days.

- In the event of the child contracting an illness or suffering an injury which would make an absence of 5 days or more likely, parents should inform the school immediately, and subsequently keep the school informed on progress.
- Attendance marks will be entered into SIMS by office staff and anomalies pursued. Any immediate concerns will be raised with the Office Manager and / or Deputy Head responsible for Child Protection or the Head
- The registers will be inspected regularly by the Office Manager who will inform the Deputy Head at first instance and / or the Head in the event of:
 - a) three or more unauthorised absences
 - b) frequent short absences, particularly where a pattern emerges; e.g. every Friday, sibling absences
 - c) persistent lateness
 - d) any other issue arising giving cause for concern

In this event, initial action may involve

- the class teacher meeting with the parents
- a letter being sent home informing the parents of the school's concern and inviting them in to discuss any issues

A record of all concerns, correspondence and meetings will be kept on SIMS and on the pupil folder.

Leave of Absence

- The Government have issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013
- Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis