



## Attendance Policy

### Equal Opportunities Statement

Ashleworth C of E and Churcham Primary Schools values diversity in their communities and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All governing body policies will operate within and be implemented with regard to this framework.

### Aims

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parents/carers aware of their legal responsibilities;
- Ensure attendance meets Government and Local Authority targets

### Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. It is the responsibility of parents to ensure that their children arrive at school on time in line with school playground procedures and return home safely.

### We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day.

### We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school **on the day of** absence or if known in advance, whenever their child is unable to attend school.

For more information or to arrange a visit to our school please contact:

Michelle Kelly (Headteacher) tel: 01452 700340 [admin@ashleworth.gloucs.sch.uk](mailto:admin@ashleworth.gloucs.sch.uk)



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Updated March 2015

- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.
- Notify school immediately of any changes to contact details.

### **We expect that the school will:**

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Inform parents of the % attendance of all pupils.
- Make initial enquiries regarding pupils who are not attending regularly.
- Refer irregular or unjustified patterns of attendance to Education Welfare.

### **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the main playground is supervised from 8.45am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Registration takes place at 9.00am and pupils who arrive after 9.10am will be recorded as late to school.

Registers close at 9 am and after this lateness is recorded as an unauthorised absence.

Afternoon registration is taken at 1.15pm.

Persistent lateness by a pupil will be dealt with by the school.

Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

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### Pupil Leaving During the School Day

During school hours the school staff is legally in loco parentis and therefore must know where the pupils are during the school day. Whenever possible, parents should try to arrange medical and other appointments outside of school time.

Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time. Pupils must be signed out when leaving the school and be signed back in on their return.

Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.

### Leave of Absence

In line with the Government's amendments to the 2006 regulations, holidays during term time **will NOT** be authorised.

The Headteacher and Governors have determined that: in **exceptional circumstances** permission may be authorised. Some examples of possible exceptional circumstances may include; exceptional compassionate circumstances such as bereavement, external exams or educational assessments, visits to prospective new schools and major religious observances.

Where leave of absence in term time is due to exceptional circumstances, an application, in writing, must be made for consideration by the Headteacher on behalf of the school governors. Parents will be notified within 5 days of receipt of the application if the leave of absence has been granted.

If leave of absence is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

### Penalty Notices

Penalty Notices can be issued for unauthorised leave and may also be issued if a parent/carer fails to ensure regular school attendance.

The Headteacher and Governors never take such action lightly and would far rather work with parents/carers to improve attendance without having to resort to any enforcement actions. The school communicates with parents in writing when a child's attendance becomes a concern and is happy to discuss strategies to make improvements.