



Ashmole Primary School

ATTENDANCE POLICY

The Staff and Trust of Ashmole 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

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 application 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 the school on the morning of the first day of absence by 10am. Children should not return to school for 48 hours after the cessation of diarrhoea/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 to 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, held in school for three years and are subject to screening by OFSTED.

- Morning attendance registers are taken at 8.50am. If a child is late (ie: arrives after 9.05am) they must report to the office and will be marked as late. If a child arrives after 9.30am, without a valid reason, they will be marked as absent without authorisation on a late sheet.

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 reminder about the importance of regular attendance and punctuality. Parents are invited to the school offering them the opportunity to meet with the Key Stage Leader and/or Attendance Officer to discuss the pattern of attendance/lateness

The Attendance Officer will follow up the progress of individuals (particularly those with persistent absence records). The following information is collected:

- Attendance records for any child with less than 92% attendance- letters sent home to parents
- Attendance records for any child whose absence shows particular trends
- Attendance records for any child who has been frequently late
- Attendance records for Persistent Absentees (those with 90% or less attendance)
- Class percentage totals

Authorised absences may also be flagged up as a concern by the Attendance Officer.

If parents do not explain an absence or series of absences which remain unauthorised, the school may apply to impose a fine for each unauthorised absence.

At all times we believe that a positive approach which aims for co-operation 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”.

Reviewed: Sep 2023

Next review due : Sep 2024