



**Caldecote Primary School**

**Attendance Policy**

**November 2019**

## **Statement of Intent**

Caldecote Primary School aims to work together with parents/carers to ensure that all children registered at the School attend both regularly and punctually. Research clearly shows the link between regular attendance and educational progress and attainment. Parents/carers and school staff should work in partnership in making education a success and ensuring that all children have full and equal access to all that the school has to offer. As a school we will work with parents and carers to ensure that their child achieves maximum possible attendance and that any problems are identified and acted upon. We work closely with our Local Authority Attendance Officer and follow the Cambridge County Council guidance on attendance. This includes making referrals and issuing penalty notices.

## **Parents'/Carers' Responsibilities**

Parents/carers should ensure that if their child is to be absent from School for any unanticipated reason, such as sickness, they should contact the School by 9.30 am at the latest on the first morning of absence. This may be done by telephone (preferred), email, letter, or in person at the School Office or with the high viz message taker on the playground.

Parents/carers may not authorise their child's absence – only the School can do this on the basis of the explanation provided by the parents/carers. Should parents/carers fail to provide a satisfactory reason for their child's absence, the School will record such absence as unauthorised.

Examples of authorised absences are

- Illness of the child
- Hospital/dental/doctor's appointment for the child – but we do encourage avoidance of school hours for these appointments
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

Parents/carers are requested to inform the School of any circumstances which might affect the child's attendance.

If parents wish for their child to be home educated or to move schools, parents must inform us in writing. Children moving schools will remain on role with us until their new school confirms their admission. If a child is not confirmed to have started at a new school within two weeks of leaving Caldecote, the local authority Child Missing in Education officer will be informed.

## **Leave of absence**

Parents must apply for leave of absence in writing and complete an absence request form.

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The Education (Pupil Registration) (England) (Amendment) 2013 states that *Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained state school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*

Leave of absence for exceptional circumstances is at the discretion of the school attendance officer or Headteacher. All applications will be treated on an individual basis by the attendance officer or Headteacher. Requests for periods of leave which coincide with SATs (Years 2 to 6 inclusive) will not be granted. Parents/carers will be informed of the decision of the School by letter. If the School does not authorise an absence, the absence is recorded as unauthorised.

### **Issues of Which Parents/Carers need to be aware**

If the School does not agree to grant leave and parents/carers take their child out of school or on holiday then this will be counted as unauthorised absence (truancy) and may result in a penalty notice being issued. Should leave be granted as a result of exceptional circumstances but the child remains absent for longer than agreed, this extra time will be recorded as unauthorised absence (truancy). Should a child fail to return to school, the school will contact the Local Authority Attendance Officer to record the child as 'missing in education'.

### **School Responsibilities**

The School will record and monitor attendance in accordance with the statutory requirements. The School will set an annual target for attendance related to the national average attendance.

The school day is from 8:50am until 3:20pm Monday to Friday with two sessions per day. This equates to 10 sessions and 32.5 hours per week.

In the morning, the gates and doors are opened at 8.40am until 8.50am each morning. Registration is at 8:50am. If a child arrives after this time then they must report to reception where they are marked as late (L). Registration closes at 9.05am. If a child arrives after this time with no acceptable reason given, they will be marked as an unauthorised absence for that session (U).

In the afternoon, registration is at 1.15pm. If a child arrives after 1:15pm they will be recorded as late (L). Registers close at 1.30pm. If a child arrives after this time with no acceptable reason given, they will be marked as unauthorised absence for that session (U).

Teachers will complete registers in accordance with the guidance contained in the staff handbook. Registers will be monitored by the office staff to ensure that these are being satisfactorily maintained and to ensure that any potential attendance difficulties are identified at an early stage.

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Should a class teacher have particular concerns about an individual child's attendance or punctuality, a concern is raised directly with the attendance officer or Head Teacher.

Children with attendance below 95% will be monitored. If attendance falls below 90%, a letter will be sent to parents and a meeting may be requested. If a child is absent for the same illness for more than 15 days, they will be referred to the Local Authority Specialist teaching team.

Should a child be absent the class teacher or office staff will enter the appropriate code in the register. Should no explanation be received from the child's parent/carer, the office will endeavour to make contact with the parent/carer. This may include a home visit. Individual causes of concern may trigger more rapid procedures to be implemented.

The attendance officer will regularly review attendance data and will use this data during meetings with the Head Teacher and/or the Local Authority Attendance Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the School and the LA. Parents will be asked to come into the school to discuss their child's attendance if it is causing concern.

#### Policy Review

The Policy statement will be reviewed in line with the rolling programme of Policy reviews.

Head Teacher: ..... Date:.....

Chair of Governors: ..... Date: .....