



TOYNTON-ALL-SAINTS PRIMARY SCHOOL

SCHOOL ATTENDANCE POLICY

1 Aims

- 1.1 To ensure regular attendance so children are able to take full advantage of the educational opportunities available.
- 1.2 Whilst we recognise that individual pupils and families may have problems our aim is to expect regular attendance. Where necessary we will work together with parents and the Education Welfare Officer to achieve this aim.

2 Entitlement and Responsibilities

- 2.1 Registered pupils of compulsory school age are required by law to be in school.
- 2.2 It is the parent's responsibility to ensure children attend school regularly, that they arrive on time, properly attired and in a condition to learn.
- 2.3 It is the parent's responsibility to inform school as soon as possible of reasons for a child's absence. Our normal expectation is on the first day of absence. Notification of absence may be by telephone, parental notes or personal contact. The school should be notified of the nature of the illness and when the child is expected to return.
- 2.4 It is the school's responsibility to support attendance and to take seriously problems which may lead to non attendance.
- 2.5 The registers will be marked twice daily according to the guidelines in the register. (For further details see School Routines Document).
- 2.6 Where regular attendance including lateness gives cause for concern the Headteacher will contact the parents.
- 2.7 If there is no improvement the Education Welfare Officer will be consulted. The Education Welfare Officer's principal function is to help parents and the Local Education Authority to meet their statutory obligation on school attendance.
- 2.8 Authorised and unauthorised absences will be reported annually in the school prospectus and the governors' annual report for parents.

3. Categorising Absence

- 3.1 All absences must be justified by parents and approved by the Headteacher if they are to count as authorised absences.

- 3.2 The school will authorise absence retrospectively, if satisfied with the explanation offered.
- 3.3 Absence of pupils without valid reason or for which no explanation has been provided will be treated as unauthorised. Penalty notices will be issued
- 3.4 Authorised absences include illness, medical or dental appointments, family bereavement, days of religious observance by the religious body to which parents belong and excluded pupils.
- 3.5 Following amendments to the 2006 regulations and with effect from 01 September 2013, the statutory threshold 10 days authorised to be taken from school during term time, is removed. From 01 September 2013, head teachers may no longer grant any leave of absence during term for family holidays, unless there are exceptional circumstances. Family holidays taken within term time will be treated as unauthorized absences and are subject to Education Penalty Notices.
- 3.6 Only in exceptional circumstances will other explanations be acceptable reasons for absence.
- 3.7 The school will be alert to emerging patterns of authorised absence which may disrupt continuity of learning. Where necessary the Headteacher will contact parents.

4 Pupils Registration Regulations

- 4.1 A pupil's name may not be deleted from the attendance register unless it has also been deleted from the admissions register.
- 4.2 Where a pupil of compulsory school age has been continuously absent for four weeks or more, his/her name may not be deleted from the admissions register until both the school and the LEA have failed, after reasonable enquiry, to locate the pupil.
- 4.3 Where a pupil's name has been deleted from the admissions register, the LEA must be notified within ten school days.

This policy will be reviewed following further advice from the Department for Education or the Local Education Authority.

To be reviewed July 2014