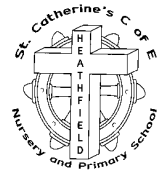


UNITED SCHOOLS FEDERATION
St. Michael's C. of E. Nursery & Primary School
St. Catherine's C. of E. VA Nursery and Primary School
St. Mary's C. of E. VA Primary School



ATTENDANCE POLICY

Research shows that children who have low attendance at Primary School often go on to have poor attendance levels at Secondary School. A low level of attendance is shown to have a significant impact on children's learning and their life chances. In addition, poor attendance can also impact significantly on children's social development at school. With this in mind the schools will work in partnership with parents, carers and children with the aim of ensuring that all children attend school each day.

1. All children are expected to be in school each morning by 8-55 a.m. in order to attend registration at 9-00 a.m. Any child arriving between 9-00 and 9-30 a.m. will be recorded as "late". Those arriving after 9-30 a.m. will be recorded as having an unauthorised absence, unless a reason is received from parents/guardians when an authorised absence will be given.
2. If children are sick and unable to attend school, parents are requested to inform the school by 9-30 a.m. that their child will not be attending that day. This is particularly important if the child normally walks to school alone. All unexplained absences will be followed up by the school office with a telephone call to ensure that the child is safe. In case of prolonged absence the schools will work with parents, carers and professionals to try and minimise the impact the absence will have on a child's learning.
3. From the 1st September 2013 all schools are unable to authorise any requests for absence relating to holidays in term time. This has been brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006 which has removed reference to holidays. These changes reinforce the government's view that every minute of every school day is vital and that pupils should only be granted authorised absence by the school in exceptional circumstances e.g. illness, exclusions or due to other unavoidable causes. An absence request form must be completed by the parent/ carer and submitted to the Executive Headteacher/ Heads of School for approval prior to the absence. Only in exceptional circumstances will permission be given.

4. An attendance programme is used to monitor pupil attendance. A member of the office staff (Attendance Officer) will produce a regular attendance report for the Executive Headteacher and Heads of School, so that pupil attendance can be monitored.
5. The schools will follow the 'Encouraging Good Attendance' guidelines (see attachments) in helping ensure that all children attend school on a regular basis (see attached). A green warning letter will be issued when attendance is under 95%, and parents will be invited to a meeting with the teacher to discuss attendance and how the school can support the family if necessary. An Amber letter will be sent when attendance is below 93% and Red when under 85%. The school will work in partnership with the Education Welfare Service to secure improvement.
6. Where attendance is of concern, e.g. ten unauthorised absences, the Head of School, in discussion with the Executive Headteacher, will consider issuing a penalty notice.

The governing body will review the policy annually.

Reviewed 26th September 2013