

Deerhurst and Apperley C of E Primary School



Attendance

Reviewed Sept 2018

Next review Sept 2020

Deerhurst and Apperley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check. Please refer to the school's Safeguarding Children Policy for more information. All recruitment is in line with KCSIE 2018

"If a child of compulsory school age who is registered at a school fails to attend regularly at the school then the parent is guilty of an offence under section 444(1) of the Education Act 1996."

Parents have a duty to ensure that their children receive an appropriate education. Parents who have chosen to send their children to Deerhurst & Apperley Primary School are asked to sign a Home School Agreement, indicating they will do their best to ensure their children attend school regularly and on time. They are given information in the school information book as to how they can make their child's time in school happy and safe.

Children are expected to attend school each day unless they are unwell or in exceptional circumstances, authorized by the Head Teacher. Attendance is measured by the number of sessions your child is present for. There are two sessions in each school day. Registration is taken at the start of each session to determine a child's presence for that half of the day. The expected level of attendance is a minimum of 97%, unless there is a long term illness. This allows for the occasional day or two of absence through illness, without a child falling behind with their work. Parents are given feedback on the level of their child's attendance on their annual report, or earlier should there be a concern.

The Governors of Deerhurst and Apperley Primary School actively promote the aims of the school, and recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make progress.

The school evaluates attendance at least termly and is compared to national figures. These figures are reported termly to the governors. Evaluation of attendance and the effectiveness of strategies to increase attendance forms part of an OFSTED Inspection. High levels of absence will limit the ability of pupils to make the progress they are capable of and this will lead to the school's effectiveness being down-graded. High attendance will lead to an increase in progress and will assist in the school reaching a better grading by OFSTED.

This policy has been written after researching advice from Gloucestershire County Council and reading the Attendance Policies of other schools.

'Authorised' and 'Unauthorised' Absence

Unauthorised absence is when a pupil is absent from school when they should have been in school, or school have not been given an acceptable reason for the absence. Only the Headteacher can authorise absence. To do this a reason for the absence is required, for example, illness or a family funeral. If parents feel there are other genuine reasons to request a

child's absence, this must be put in writing to the head teacher. Once received the head teacher will make a decision regarding the request dependent on circumstance, child's attendance and academic position.

Having time off for no real reason is an unauthorized absence. Absences for day trips, no-one to provide a lift, staying home because a sibling is ill are all examples of absences that are not legitimate.

Without an acceptable reason given, the Headteacher cannot authorise absences, so this remains unauthorized. If we do not receive a phone call or a letter, we will follow this up on the day with a telephone call asking why your child is not in school. This is also to make sure that all children who attend Deerhurst and Apperley Primary School are safe and well. If we are unable to speak to a parent a message will be left asking for contact to be made.

Absence due to illness

If your child is unwell we ask that you contact the school by telephone or email no later than 9.00am on the first day of illness. We do not ask that you contact us daily if your child is going to be off due to the illness but do ask that you keep in touch so that we are aware of the situation and can offer help if appropriate.

If your child is under the weather but not necessarily ill we would ask that you send them into school, making us aware and then we can keep an eye on them and contact you if necessary. If children have vomiting and/or diarrhoea, they must stay home from school for 48 hours after the last episode. This is to ensure children are free from infection, and are well enough to attend school. This also helps to stop the spread of an infection and should make sure we avoid any 'epidemics'.

Medical Appointments; We ask that unless it is absolutely necessary all dentist and doctor appointments are made outside of school hours. We are aware that this is not always possible and would advise that if you do need to take your child out of school for an appointment you let the school know beforehand.

Collection of Children

School Staff need to know who is collecting children at the end of the day.

When a child starts school details of parents/carers are collected and kept on file in the school office.

At the start of the school year, staff will establish with the parent or carer the 'normal' collection arrangements for the end of the school day.

Details of who is authorised to collect children will be kept on file. Parents/carers must inform staff of any changes in person or by letter.

Any after school clubs will make sure a record of children attending each time is kept and of who is collecting the child.

At the end of the school day, all children will be taken out as a class by a member of staff and sent to parent, carer when they can be seen.

Parents/carers must send in written confirmation if they wish a Key Stage 2 child to walk home by themselves.

For off-site activities, parents/carers should complete details of collection arrangements on the permission slip.

Lateness

The school day begins at 8.55am with all external doors and gates being closed at 8.55am. Children who arrive after this time are late, and must come into school via the main entrance. They must be accompanied to the school office. From here children only will go into school via the office.

Continued lateness will lead to further action being taken to discuss the reasons and offer help and support to overcome this.

Children arriving after 9.15am are considered absent and this will be marked as an unauthorised lateness absence in the register and will affect your child's attendance level.

The school has a duty under the Statutory Framework for the Early Years Foundation Stage, to protect children and act in their best interests.

The school takes persistent lateness in collecting a child very seriously, although we understand that occasionally, delays are unavoidable.

In the event of a child not being collected, the school will make every effort to contact the child's parents/carers, and if this proves to be impossible, will try to get in touch with an alternative emergency named contact, authorised by the child's parents to collect them on their behalf.

Time off during term time

"Amendments to the 2006 Education(Pupil Registration) (England) Regulations in 2013 removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted."

Therefore at Deerhurst and Apperley Primary:

The Headteacher authorises absence, only under exceptional circumstances after taking into account child's attendance and academic position.

We ask that parents bear in mind that the reason which may seem good to them may not fall within the exceptional circumstances guidelines and that there is no automatic right to go on holiday each year during term time and that there is no entitlement for leave of absence for your child for a family holiday.

If you believe you do have a genuine reason which is an exceptional circumstance, then you need to write a letter to the Headteacher giving as much notice as possible and stating all details as to why this is an exceptional reason. Once a decision has been made you will be contacted regarding the decision. This will all be done via the school administrator.

In reality, there are few circumstances in which absence for a holiday will be authorized. The Headteacher will respond to your letter within two weeks, confirming if the absence is authorised or unauthorised. Please remember it is only the Headteacher who can do this.

For more information regarding this please visit www.gloucestershire.gov.uk/schoolattendance

Parent: As per section 576 of the Education Act all natural parents whether they are married or not and includes any person who, although not a natural parent;

Has a responsibility for a child or young person

Has care of a child or young person

School: Includes all educational providers – for this policy school will always refer to Deerhurst and Apperley Primary School.

Compulsory School Age: This is the start term following a child's fifth birthday.



Signed:

Head teacher Jayne Neveu

Date September 2018



Signed:

Chair of Governors Aaron Mulligan

Date: September 2018