

CLEMENTS COMMUNITY PRIMARY SCHOOL

ATTENDANCE - A GUIDE FOR PARENTS

1. When does my child need to be in School?

Your child should be at school in good time for registration. The morning register will be called promptly at **8.50 am (KS2), 9.00 am (KS1)** and the afternoon register at **1.00 pm**.

2. What happens if my child is late?

Registration finishes at **9.00 (KS2)** and **9.10 (KS1)** in the morning and **1.15** in the afternoon.

If your child arrives between **9.05** and **9.15** he/she will be marked **late**

If your child arrives after **9.20** he/she will be marked **absent** unless a satisfactory reason is received.

If your child arrives after **1.00** he/she will be marked **late**

If your child arrives after **1.15** he/she will be marked **absent** unless a satisfactory reason is received.

Pupils who arrive after registration should report to the school office for the Late Book to be completed. If a pupil is late on two or more occasions the Headteacher will have a word with the parent in the first instance.

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to phone on the first day of absence. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment
(Please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement/family crisis
- Extended family visits abroad (only when prior approval has been given – see question 8).

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce medical confirmation.

5. What is unacceptable?

The school **will not** authorise absences for day trips, visiting relatives, shopping, birthdays, looking after brothers or sisters, illness of a parent or hospital appointment for a parent or sibling.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. Can we take family holidays during term-time?

Family holidays should be taken during school holidays. If, in exceptional circumstances, you need to request permission for your child to accompany you on a family holiday during term time, you should complete an application form, at least three weeks in advance, stating the reason why the holiday must be taken in term time. The Headteacher has the right to refuse permission having given consideration to:

- your child's age
- the time of year
- overall attendance pattern of your child

The Headteacher is unlikely to approve your child's absence, even in exceptional circumstances, if the timing of the holiday coincides with SATs.

PLEASE NOTE THAT FOLLOWING NEW GUIDANCE, REQUESTS FOR LEAVE DURING TERM TIME MUST BE FULLY EXPLAINED AND SHOULD ONLY BE FOR EXCEPTIONAL REASONS.

The Education Welfare Officer is based at Western Area Education Office, Shire Hall, Bury St Edmunds IP33 1RX. Tel. 01284 352000

ATTENDANCE POLICY

Aim

The aim of Clements School's Attendance Policy is to provide an environment, which encourages all our pupils to attend school regularly and punctually. This is vital if we are to ensure they succeed in school and in their future lives.

The whole school community has a responsibility for promoting excellent attendance: parents, pupils and all school staff.

Parents' responsibilities

The Education Act 1996 states that all children should attend school regularly and punctually.

Section 444 of the Act says :-

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence”.

(NB Where the Education Act refers to “he”, it also means “she”)

If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to notify the school of the pupil's absence. This should be by telephone on the first day of absence. Wherever possible, parents should avoid making medical/dental appointments for their children during school hours.

Parents do not have the right to take children out of school for a holiday during term time. If, however, parents apply to the school in advance, the school may, in exceptional circumstances and at the Headteacher's discretion, grant up to two weeks' term-time absence in any academic year.

Attached is a Guide for Parents, which may help to answer some important questions.

Pupils responsibilities

All pupils should be aware of the importance of regular school attendance. If they are having difficulties, which might prevent them from attending school regularly, they, or their parents should speak to their class teacher.

Pupils should attend on time, ready to learn. If they have been absent from school they should give their class teacher a note from their parents to explain the absence unless parents have telephoned. Pupils also have a responsibility for following school procedures if they arrive late.

School's responsibilities

All the staff at CLEMENTS School will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

School staff are responsible for ensuring that pupils have good attendance by:-

- * ensuring that attendance registers are kept accurately;
- * differentiating appropriately between authorised and unauthorised absence (a letter or message from a parent does not in itself authorise an absence – only the school can decide whether the parent's explanation justifies authorising the absence);
- * responding to absenteeism firmly, consistently and with care;
- * contacting parents when they are concerned about a pupil's absences, and recording the contact;
- * consulting with the Education Welfare Service if a pupil's attendance continues to give cause for concern;
- * promoting regular school attendance (for example, by contacting parents on the first day of absence if parents have not contacted the school);
- * acknowledging good or improved attendance of individual pupils and classes;

In addition the school produces written home-school agreements, which include clear understanding about attendance and punctuality.

A guide for School Staff is attached.

Reviewing the policy

The school will review this policy each year with its allocated Education Welfare Officer