



Redlands Community Primary School

Working Together and Aiming for Excellence

“Attendance Policy”

Principles

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

All children may sometimes be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing or by our 24 hour messaging service.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Holidays in term time without the permission of the Headteacher

Parents are expected to contact school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance officer employed by the school, who will also try to resolve the situation by agreement but, if other ways of trying to improve the child’s attendance have failed, court proceedings to prosecute parents or to seek an

Education Supervision Order on the child may be enforced. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

Attendance is reviewed termly by the Headteacher and students who fall into the **PERSISTANT ABSENCE CATEGORY** will be identified and investigated further. The criteria for a child to be classified in this category are as follows:

- 14+ absences in the first half term
- 28+ absences in the second half term
- 40+ absences in the third half term
- 52+ absences in the fourth half term
- 64+ absences in the fifth half term

A PA pupil = an individual having 64+ sessions absent over a school year (approx ½ a terms absence)

- If children are absent due to illness, parents are requested to report this to the school office by close of registration. Failure to do so will result in a phone call to the designated contact by the admin team. At Redlands our Telephone system allows a message to be recorded 24 hrs a day and therefore if your child has been ill in the night a message can be left throughout the night to avoid disturbing the family the following day.
- Requests for absence due to family holidays must be made in writing addressed to the Headteacher. Requests are considered by the Headteacher in line with the attendance record of the child concerned. Holiday requests are awarded at the discretion of the Headteacher in exceptional circumstances only.
- Lateness will also be monitored. If a child arrives after registration closes, then a 'late' mark will be given. Continual lateness will be investigated by the Headteacher.
- If a child is continually absent due to reported illness, and then medical documentation may need to be provided by parents/carers from their family GP/hospital.
- All enquiries related to poor attendance will be reported to Governors and poor attendance certificates to be recorded in individual children's files.

Those people responsible for attendance matters in this school are the Headteacher and the admin team.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

The school works hard to ensure that all children receive the education that they deserve. Those children, who through investigation and monitoring, are highlighted as having an absence problem will also be communicated to the transition school in year 6.