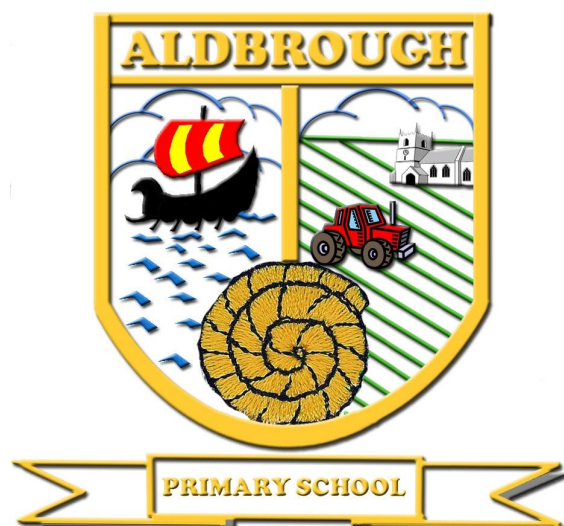


# ALDBROUGH PRIMARY SCHOOL



## ATTENDANCE POLICY

DOC-APS-POL-005

Revision	Amendments	Date	Gov Ratified	
✓		2015	✓	
✓		2016	✓	

# **Aldbrough Primary School**

## **Attendance Policy**

All parents/carers who have children of compulsory school age, are responsible in law for ensuring that their children receive an efficient education, suitable to their age, ability and aptitude and any special educational needs which they may have, either by regular attendance at school or otherwise (Section 7 Education Act 1996).

### **Aims**

To promote regular school attendance in order for every child to reach their full educational potential.

To provide an effective monitoring system to safeguard children's welfare.

To promote an effective dialogue between school, parent/carers and outside agencies.

To set in place systems for registration and attendance in order to protect children both inside school and out.

To provide guidelines on sensitive approaches to deal with the needs of individual pupils; to agree procedures for a child's return to school, including re-integrating long-term absentees.

### **Punctuality**

School opens at 8.50am and registration is at 9.00am. The register will be kept open until 9.30am. Pupils who arrive between 9.00am and 9.30am will be marked as late, pupils who arrive after this time will be marked as very late and should be signed in by a parent / carer. The afternoon session begins at 1.15pm and the register is called immediately. Pupils arriving between 1.15pm and 1.30pm will be marked as late. Any pupil arriving after the close of register at 1.30pm will be marked as very late. Patterns of late attendance or regular late attendance need to be investigated and may need to be referred to the school's E.W.O. as there may be grounds for concern. In extreme cases, prosecution of parent/carers may ensure.

### **Authorised Absence**

Only the Headteacher can authorise an absence. Absence should be authorised if:-

- The pupil is absent with leave.
- The pupil is ill or prevented from attending by an unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents/carers belong.
- The school at which the pupil is registered is not within walking distance of their home; and no suitable arrangements have been made by the LEA for the pupil's transport to and from school.
- The pupil is the child of traveller parent/carers who temporarily leave the area giving reasonable indication of their intention to return.
- There is a family bereavement.
- The pupil has a local authority licence to take part in a public performance and the school has given leave of absence.

- The pupil is attending an interview for a place at another school.
- The pupil is involved in an exceptional special occasion e.g. a family wedding.

### **Unauthorised Absence**

- No explanation is forthcoming from the parent/carer.
- The school is dissatisfied with the explanation.
- The pupil is staying at home to mind the house or to look after siblings.
- The pupil is absent for unexceptional special occasions e.g. the pupil's birthday.
- The pupil is away from school on a family holiday.

Parent/carers should inform the school of a child's absence as early as possible on the first day the child does not attend. Where no notification is received by 9.30am for the morning session or 1.30pm for the afternoon session, the school will endeavour to contact parent/carers to ascertain that the child is safe.

### **Attendance Register**

The register should be completed in line with LEA guidelines.

The following symbols should be used:-

Authorised absence symbols are:-

^	Present (am/pm)
@	Late after register closes
B	Pupil attending another institution under a formalised dual registration arrangement.
C	Other circumstances (bereavement, agreed special occasions, performances, other approved absences not covered by other codes).
D	Undefined.
E	Excluded.
H	Family Holiday (agreed).
I	Attending interview e.g. with prospective employer or with another educational establishment.
L	Late before Register closed.
M	Medical and dental appointments, confirmed illness.
N	No reason yet provided for absence.

- O Unauthorised absence.
  - P Approved sporting activity (participation in/attendance at).
  - R Day of religious observance for the religious body of which the parents belong.
  - S Approved study leave.
  - T Traveller child travelling.
  - V Educational visit or trip (UK/overseas) and tuition at another institution / school / venue.
- All should attend / No mark recorded
- ! No attendance required

### **Conclusion**

This policy is designed to be a useful, informative working document. It has been designed to be amended in the light of practice and will be the subject of an annual review.

February 2000  
Reviewed 2004  
Reviewed 2006  
Reviewed 2011  
Reviewed 2015