

FRITCHLEY COFE (AIDED) PRIMARY AND NURSERY SCHOOL



'At Fritchley CofE (Aided) Primary and Nursery School we learn and achieve together within a safe, respectful and welcoming Christian community. Our children's spiritual and moral development is nurtured by our values, enabling them to fulfil their potential and giving them the confidence needed to be lifelong learners and problem solvers in the wider world.'

SCHOOL ATTENDANCE POLICY 2023

At Fritchley CofE (Aided) Primary and Nursery School, we believe that:

- pupils need to attend school regularly so they can take full advantage of the educational opportunities available
- poor attendance rates and persistent lateness undermines the educational process and leads to educational disadvantage.

Aims

Therefore, we aim to:

1. take all reasonable steps to maximise attendance rates
2. actively discourage late arrival
3. be consistent in the application of the school's registration and attendance procedures

Legal Framework

It is recognised that parents, schools and Local Authorities have statutory responsibilities with regard to school attendance.

1. Parental Responsibility

1.1 Parents are required to ensure that their children receive efficient, full time education and are therefore primarily responsible for ensuring that children attend and stay at school.

1.2 Thus, parents are responsible for ensuring that their children:

- attend school regularly
- arrive at school on time, in uniform and in a condition to learn.
- are absent only for reasons that can be authorised.

1.3 Parents are required to inform the school of the reason for any absence and the likely return date, as soon as possible.

2. Registration

2.1 The school keeps an attendance register for each class in which pupils are marked present or absent at the beginning of each school session.

3. Reporting Absence

3.1 Parents are asked to make contact on the first day of absence, where possible - by note, personal contact, telephone call or e-mail - informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date.

3.2 Notes received by teachers are filed in the register and sent to the office to be retained until the end of the academic year. The absence is logged as either Authorised Absence or Unauthorised Absence.

3.3 Telephone messages and personal contacts made to the school office are noted on the school's online registration system and logged as either Authorised Absence or Unauthorised Absence by the class teacher.

3.4 Personal contacts made with class teachers are logged on the register.

3.5 Any absence that may be considered Unauthorised Absence should only be recorded after discussion with the Head Teacher. Any queries as to whether to Authorise an absence or not should be referred to the Head Teacher.

4. Authorising Absence

4.1 The law states that only the school can approve absence, not parents. If doubts remain about the explanation offered - or where no explanation is forthcoming at all - the absence must be treated as unauthorised.

The following codes are used to record absence:

B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (NOT agreed)
H	Family holiday agreed
I	Illness
J	Interview
L	Late (before registers close)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers close)
V	Educational visit or trip
X	Non-compulsory school age absence
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on roll

4.2 Absence will be authorised immediately or retrospectively if:

- the pupil was absent due to illness
- the pupil was prevented from attending by an unavoidable cause
- the pupil had leave of absence granted by the Head Teacher
- the absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- the absence was due to a medical or dental appointment.

4.3 In addition, the school *will consider authorising* absence in the following cases:

- family bereavement
- moving house
- external music examination
- special tuition/events
- where a parent's workplace restricts them from taking a term time holiday

4.4 The school *will not authorise* absence in the following cases:

- shopping during school hours
- children looking after brothers and sisters (unless genuinely unavoidable and as a one-off)
- children minding the house during school hours
- children avoiding aspects of the curriculum (games, swimming, visits, etc) whether condoned by parents or not.
- Holidays unless taken in exceptional circumstances.

4.5 Leave of absence will **NOT** be granted for **Annual Holiday**.

4.6 Parents wishing to request a holiday or an extended visit abroad, should write to the Head Teacher explaining the exceptional circumstances. In each case the school will write to the family explaining the decision.

5. Lateness

5.1 We recognise that persistent lateness

- is detrimental to the child's education
- is administratively disruptive
- is a poor preparation for future schooling and adult life.

5.2 Pupils arriving after the register has been completed will be marked as late before registration closed by the Class Teacher.

5.3 Pupils arriving after the register is closed, must report to the school office so that they can be registered.

5.4 Parents whose children regularly arrive late will receive a warning letter from school. Extreme cases may be referred to the Educational Welfare Officer.

6. Mid-Session Arrivals/Departures

6.1 It is recognised that children may arrive or depart mid-session for a variety of reasons which may be authorized:

- illness or accident in school resulting in a child going home
- medical or dental appointments
- unavoidable delays or reasons to leave early.

6.2 Pupils present for registration who leave early, or for part of a session, should be noted on the *Pupil Off Site Record Book* in the school office for purposes of emergency evacuation. *The register itself is not altered.*

6.3 Pupils not present for registration who return later from an appointment should be noted on the *Pupil Off Site Record Book* in the school office for purposes of emergency evacuation. The register is subsequently amended to authorize the absence or record an unauthorized absence.

7. Monitoring Attendance and Punctuality

7.1 The **computer print-outs** will be examined fortnightly to look for:

7.1.1 patterns of unexplained absences

7.1.2 any persistent lateness

7.1.3 any prolonged absence (Local Authority informed if more than two school weeks; note made on child's record card.)

7.1.4 any unexplained patterns of authorized absence

7.2 **Summaries of Attendance** rates are prepared annually for all children in years 1 - 6 showing:

- the total number of pupils on roll at any time during the period
- the total number of possible pupils' sessions
- the number of authorised absences and the number of children affected
- the number of unauthorised absences and the number of children affected
- the percentage of pupils' sessions lost by authorised and unauthorised absences.

7.3 **Year on Year summaries** are retained for comparison and class registers are retained for a minimum of three years.

7.4 An **Attendance and Punctuality Report** is drawn up annually for governors outlining the attendance and punctuality rates for each academic year together with comparisons with in Derbyshire, the LA and nationally.

7.5 A parents' information leaflet ***Promoting School Attendance*** is issued to families if the school identifies issues surrounding attendance and punctuality.

Policy dated: February 2024

Review – 27th February 2024