

**ST MARGARET'S CE PRIMARY SCHOOL**



**ATTENDANCE POLICY**

**2019**

It is our policy to ensure that everyone (parents, children and staff) is aware of the legal requirements regarding regular school attendance. Poor attendance can seriously disrupt learning. Not only do children miss the teaching provided on the days they are absent, they are also less prepared for learning that takes place requiring the knowledge and skills taught in their absence.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. You can only allow your child to miss school if either:

- they are too ill to go in
- you have got advance permission from the school

### **Daily Attendance**

1. Registers are taken by the teacher or designated responsible adult. A present (/) or absence (0) mark is made from 8.45am until close of register at 8.50 and at the start of the afternoon
2. Teachers are all aware of the importance of marking and annotating registers correctly. The Office Team will ensure that any absences are coded with the appropriate symbols and that reasons for absence, receipt of notes and telephone calls are promptly and clearly recorded. The school has an answerphone on which parents/carers can report absences when the school office is closed
3. Parents are requested to notify the school of the reason for a child's absence. If no such message has been received by 9.15am on the day of absence, then the office staff will telephone the parent/carer to ascertain the reason for absence
4. Children who are late are marked in by the Office Team

### **Persistent Absence**

5. The Office Team and Deputy Headteacher monitor attendance regularly and will make a note of any child attending for less than 90% or 94% of the required time. This will include patterns of broken weeks and odd days as well as blocks of time
6. Children with a history of poor attendance (**less than 90% the previous year**) will be monitored at least half-termly with letters, phone calls and meetings as appropriate should attendance continue to be an area of concern
7. **Procedures for monitoring and improving attendance:**

#### **October Half Term – attendance review**

#### **End of Autumn Term – attendance review**

**< 85% - Red attendance letter offering support if required**

**85-90% - Amber attendance letter offering support if required**

#### **End of Spring Term – attendance review**

**< 90% - Red attendance letter offering support if required - if second Red letter, phone call**

**90-94% - Amber attendance letter offering support if required**

#### **End of Summer Term – attendance review**

**Registration certificate, showing individual attendance details and punctuality, to go out with school reports.**

8. **Lateness:** School begins at 8.45 each day and all pupils are expected to be in school for registration at this time. Any child arriving after the gate to the playground has been locked should enter school via the front office. If a child is frequently late for school, the office staff will report this to the Deputy Headteacher and parents will be contacted to discuss ways of improving punctuality
9. **Holidays:** The Angmering Family Group follow guidance from the Department for Education that states Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a parent wishes to take a child away from school during term time, permission from the Headteacher (or designated member of staff in their absence) must be obtained in advance. The school has a "Request for Absence from Learning in School Time" form, which was created by the Angmering Family Group Headteachers. This is available from the school office. If a parent/carer requests leave and there is a sibling in another school, then the school will liaise with that school to determine a common code. Any request for absence from learning that is denied but is still taken will be recorded as unauthorised. If 10 sessions (a school day is two sessions – am and pm) or more are classified as unauthorised within a school ten week period, then a referral may be made to the Pupil Entitlement Team, which could result in a Fixed Penalty Notice. If a request is denied, a letter will be sent from the school outlining the next steps if they do go ahead with the absence. Click on the link below to the West Sussex website for further information on Fixed Penalty Notices.  
<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-attendance-and-behaviour/school-absences/#fixed-penalty-notice>
10. **Good attendance:** Children who achieve 100% attendance in a term will receive a certificate for good attendance and punctuality. Children who achieve 100% attendance over an entire academic year are also awarded a certificate and enamelled badge

Reviewed Summer 2019

To be reviewed Summer 2021