

ASTON HALL JUNIOR AND INFANT SCHOOL

ATTENDANCE POLICY

Information for Parents "Attendance matters..."

As a school we aim to:

- Maintain an attendance rate of a *minimum* of 96.8%
- Maintain parents' and pupils' awareness of the importance of regular attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

As a parent you can help us by:

- Ringing on the first morning of all absences with the reason and saying when the child will return
- Arranging dental and doctor's appointments out of school hours or during school breaks
- Sending in a note explaining the reason for absence on your child's return to school after an illness
- Keeping us updated by telephone or letter if your child has an extended period of absence due to illness

We shall:

- Follow up unexplained absences by phone calls and letters as soon as possible
- Remind parents of the importance of regular attendance and punctuality in newsletters, the school brochure and the Home-School agreement
- Publish our attendance rate in the school brochure and the School Profile
- Acknowledge and reward good attendance
- Publish your child's attendance rate on her/his annual school report
- Let you know if we have concerns regarding your child's attendance



- If we continue to have concerns make a referral to the School Attendance Officer (EWO), who visits the school regularly to review and support attendance matters.

Authorised Absence

Some absences are allowed by law and are known as "authorised absences". For example: if a child is ill, family bereavement, religious observance.

We realise that there are *rare* occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically.

Unauthorised Absence

There are times when children are absent for reasons, which are **not** permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting on a delivery
- Going for a family day out
- Sleeping in after a late night
- Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory.
- Unapproved appointments
- Birthdays
- Unapproved Holidays

Unauthorised Absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider taking legal action against you if your child has unauthorised absences.

Punctuality

- Morning registration is at 8.45am, but school doors open at 8.35am to ensure that children have adequate time to complete morning activities, change reading books, speak to staff etc. before the register takes place.
- It is important to be on time as the first few minutes of the school day are often used to give out instructions or share learning for the rest of the day.
- If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child.



- Arrival after the close of registration may be marked as unauthorised absence.
- We will let you know if we have concerns about your child's punctuality and also to celebrate good attendance.
- Children who remain uncollected at the end of school time will be referred to a place of safety (usually in the entrance hall) if not collected or the school contacted by school closing time.

Term Time Leave of Absence

We are always concerned about the amount of school time pupils' miss as a result of family holidays. There is no entitlement to time off in term time. Leave of absence is only allowed at the discretion of the head teacher in accordance with the school policy as agreed by the board of governors

It is our policy:

- **(A)** That only in exceptional circumstances short holidays be allowed, if supported by excellent attendance and a letter from an employer etc.
- Parents wishing to apply for leave of absence for term-time holidays need to fill in an application form well in advance and before booking. Please ask the school office for a form; the head teacher will consider your request and advise you of his/her decision via a letter (possibly asking to meet with you to discuss).
- No applications for leave of absence will be considered at examination times in years 2 and 6, or at the start of any academic year, as it is very unsettling for a child to miss the start of the school year.
- If the school does authorise an absence and you take your child on holiday, the absence will be unauthorised and may result in a referral to the LA for a fine.
- Please remember that the more time your child misses from school, the more difficult it is for them to catch up with their learning as valuable learning time is lost.

Leavers

If your child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to

- Give the school full information about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known, and reasons for moving (a form is available at the school office)
- Confirm the school has your current mobile phone number
- Take our school's compliments slip so the new school can easily contact us and records be transferred
- Let us know when you move



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Children Missing Education

When pupils leave and you have not given us the above information, and we cannot contact you, then your child is considered to be a **Child Missing Education**. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with the Police, Multi Agency Safeguarding Hub and Childrens' Services and other agencies such as Early Help to try to track and locate your child. By giving us the above information, unnecessary investigations can be avoided.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils. This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.

Policy to be updated:

Summer Term 2018



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