



## **Greenhaugh Primary School Attendance Policy**

### **Aims**

Our attendance policy aims to:

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning
- Enable all pupils to progress smoothly, confidently and with continuity through the school
- Make parents/carers aware of their legal responsibilities

### **Being at School**

School education lays the vital foundations of a child's life. It has been proved that regular non-attendance can severely impede academic and social development. Parents / carers and the school staff should work in partnership in making educational success and in ensuring that all children have full and equal access to all the school has to offer. This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

### **School Times (from September 2023)**

- 8.40-8.45 - Children arrive at school and come into class
- 8.50 - Registration
- 3.15pm - School ends

### **When a child arrives on time:**

- Registration takes place quickly and at the same time every day
- The day gets off to a good start for everyone
- Everyone hears the information given and is included in important explanations and discussions. This ensures that everyone knows what to do and what is expected of them

### **When a Child Arrives Late:**

- It interrupts concentration
- It wastes valuable learning time
- The teacher repeats information / instructions whilst others have to wait
- The late child is at an immediate disadvantage because they may have missed important teaching points, missed discussions where ideas are shared and will be generally unsettled

### **Taking the Register**

By law, schools must take a morning register and afternoon register and record the attendance or absence of every pupil. During school hours the school staff are legally in *loco parentis* and therefore must know where the pupils are during the school day. If a pupil has to leave school for any reason during the school day, the parent / guardian must contact the school with an explanation.

Pupil's attendance and punctuality is recorded and will be passed on to a future school as necessary.

### **When Your Child is absent**

By law, schools must record absences and the reasons given for the absence.

Only the head teacher can officially authorise an absence, but unless there is a concern, the staff will usually do this on their behalf. Parents / guardians provide reasons for absence and the school must decide whether or not they justify authorisation according to government guidelines.

### **Examples of Authorised Absences:**

- Genuine illness of the pupil
- Hospital / dental appointment for the pupil
- Death of a near relative
- Religious observance (Faith of the parent /guardian)

### **Examples of Unauthorised Absence:**

- Sickness of a parent or other family member
- Inadequate clothing for school
- Child being used as a carer
- Problems with transport
- Non urgent medical treatment – e.g. Dental check-up, doctors' appointments for minor ailments (these should be made after 3pm when school finishes).
- School refusal or truancy
- A birthday treat or shopping trip
- Family holiday

### **Whenever a child is absent from school, the parent / guardian should:**

- Contact the school before 8.40am on the first day of absence. If no notification of absence is received, the school office will contact the parent / guardian to ascertain the reason
- Where possible let the school know in advance of any planned absences e.g. hospital appointments. Please provide a copy of any medical appointment letters
- Where possible make medical / dental appointments out of school hours.

### **Are you aware that . . .**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### **Holidays**

The Government has amended key legislation relating specifically to the authorisation of leave in term time which came into force on 1<sup>st</sup> September 2013. This decision was made to encourage schools to take a firmer stance on unnecessary absence and to dispel the myth held by many parents that there is an entitlement to time off school for holidays in term time.

The new legislation means that as of 1<sup>st</sup> September 2013 Head teachers cannot authorise any leave of absence during term time unless they are satisfied that there are “exceptional” circumstances to warrant the granting of leave.

### **Religious Observance**

Greenhaugh Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekend and this necessitates a consideration of authorised absence or special leave for religious observance.

Parents are requested to give advance notice to the school if they intend their son/daughter to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

### **Encouraging Regular Attendance**

School attendance is reported in the monthly newsletter, posters around school state the importance of attendance. The School attendance data is also on the Attendance page of our website. All parents receive a letter at the start of the Spring term outlining their child’s attendance so far for the year and offering support if the attendance is below expectations. The school works closely with the EWO (Educational Welfare officer) to support attendance in school.

### **How You Can Help**

You can help your child by:

- Ensuring that you have everything they need ready for school the night before
- Ensuring regular bedtimes and wake up times on school days
- Ensuring they arrive at school punctually
- Talking to a member of the school staff if there is a problem

### **Attendance information for parents**

Your child’s attendance report will be given out with their Summer Term School Report. Termly “nudge” letters will be sent out to all parents at the end of each term/ start of a new term detailing your child’s attendance. If attendance levels fall below expected levels then a formal letter will be sent. If two formal letters are sent then the school may involve the EWO (Educational Welfare Officer) in supporting you with your child’s attendance.

Significantly above expectations	= <b>Above 99%</b>
Above average expectations	= <b>97%-99%</b>
Average	= <b>95% – 97%</b>
Below expectations	= <b>92% – 95%</b>
Significantly below expectations	= <b>Below 92%</b>

**Please note if your child’s attendance drops below 93% then you will be contacted by the Headteacher and will receive a formal letter. As a school we currently have an attendance target of 97%**

**Policy adopted:** June 2022

Reviewed: May 2024

To be reviewed annually

**Signed:** ..... Clare Crow, Headteacher

**Signed:** ..... Jenni Holland, Chair of Governors

**Date:** .....