



RECKLEFORD SCHOOL ATTENDANCE POLICY

Good attendance is crucial to good progress at school. At Reckleford school we believe 'good' attendance to be anything above 95%.

Young children do pick up illnesses and part of their good development is to recognise when they are unwell and how best to be looked after and recover.

However, anything less than 95% amounts to 10 days or 2 full weeks absence or more in a school year. We expect all our families to aim for 95% attendance or better.

Registration

- Doors open at school at 8.45am
- Registration is carried out through the SIMs system in the classrooms at 9.00am.
- The Office keeps a record of late children and phone calls received from parents/carers with the reason given for the absence.
- Children will be marked as late if they arrive after 9.15am but before 9.30am
- Children arriving after 9.30am will be marked as absent for the morning session. This will be recorded as unauthorised if no reason or an unsatisfactory reason is given.
- Children that are recorded absent with no reason given are contacted by office staff, either by text or phone call and a reason for the absence is requested. If the reason is not supplied the absence will remain marked as unauthorised.

Reporting Absence

- Parents are asked to contact the school on the first morning of absence before 9.30am and keep the school informed when their child will be returning.
- If the absence is longer than 2 days, the office will contact parents to find out when the child will return.
- Medical evidence may be requested by the Headteacher if the school has concerns about the length of absence or if it is longer than 5 days.
- Your child can attend school with a minor cold but not if they have a high temperature
- If your child has had sickness &/or diarrhoea they must be off school for 48 hours after the last episode.
- If no reason is given for absence this will be marked as 'unauthorised'.
- Unacceptable reasons for absence may also be marked as 'unauthorised'.
- **10 unauthorised sessions (5 days) in a 12 week period will be referred to the Education Welfare Officer (EWO). A warning fixed term penalty notice may be issued or the EWO may request a meeting with parents to discuss how to improve attendance and begin a monitoring period to ensure improvement. Any further unauthorised absence in this period may result in a pre-court meeting and then, possibly, a fixed term penalty being issued.**

Monitoring Attendance

- Attendance is monitored daily by the school office and weekly by the Headteacher. Patterns of absence or extended absences are therefore spotted quickly.
- If a child's attendance falls below 95% parents will be informed each half-term.
- If attendance is 92% or below without a clear medical reason, the Headteacher will see the parents and may recommend PFSA involvement and will discuss the possibility of involving the Educational Welfare Officer (EWO). If attendance fails to improve the case will be referred to the EWO.
- If a child reaches 10 days of absence then medical evidence may be requested for any subsequent days off.
- Attendance, punctuality and holiday reminders are given when your child starts the school and are included in the newsletters and other letters throughout the year.
- Parents will receive an attendance summary every half term with warnings if attendance is below 95%, if 10 absence days have been reached or if there are unauthorised days. Targets will be set in order to monitor improvement. Meetings will be requested if those targets are not met.
- The Governors will be advised of Attendance figures at each Curriculum Committee meeting (at least termly).
- All attendance data will appear in the end of term tracking data.
- School will award certificates every term for attendance above 98%

Coding Absence in Registers

All children in school are expected to attend regularly and develop good routines and habits. (DFE Guidance for School Attendance September 2018)

Children in Year R will be 'coded' even if they are below the statutory school age. This will enable us to see patterns of absence, monitor reasons and work more closely with all families for the benefit of the children.

Requests for holiday in term time:

Taking holiday in term-time will usually mean that a child's attendance will fall below 95% for the year over-all. This means 'good' attendance will not be achieved.

- Holidays during term-time are not authorised except in the most exceptional circumstances.
- Parents must request all holiday leave on a holiday request form from the office.
- Requests will then be considered by the Head Teacher and a response given.
- **A minimum of 5 consecutive days of unauthorised holiday with other evidence of poor attendance, will be referred to the EWO for a Fixed Penalty of £60 per parent. 10 days of holiday will be automatically referred for a Penalty even if attendance has been good.**
- If the school suspects a holiday has been taken without a request being made the school will request evidence for the absence. If parents are unable to provide this the school will refer for a fixed penalty.

The Education Welfare Officer will meet with the Head Teacher at the start of the year and discuss children with poor attendance and with unauthorised absences.

Safeguarding missing children:

- Children who are absent from school where no reason is known will be pursued from the first day of their absence. We call because we care.
- The school may speak to a sibling's school if no response or reason can be gained from parents.
- If the school has any concerns for the safety of a child they may speak to Children's Social Care for advice and intervention.
- If there is immediate concern for a child's safety then the school will contact the police.
- Any child missing from school without reason for 10 days will be reported to the local authority as a 'missing child'.
- Pupils are only removed from the school roll when the pupil is confirmed as admitted to another school or parents indicate in writing that they are removing or home educating the child.
- If a child has moved away but cannot be found the school will follow formal procedures for children missing in education and the child will remain on roll until these procedures are complete.

This Policy will be reviewed every 2 years or sooner, in-line with significant national policy change.

DATE: _____

CHAIR OF GOVERNORS _____

HEAD TEACHER _____