

PENDRAGON COMMUNITY PRIMARY SCHOOL



Attendance POLICY

Lead person: Governors and Headteacher

1. Statement of Intent

- (i) Pendragon Primary school aims to work together with parents to ensure that all children registered at the school attend both regularly and punctually.

2. Parents' Responsibilities

- (i) Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- (ii) Parents should ensure that if their child is to be absent from school for any unavoidable reason such as sickness they should contact the school as soon as possible, preferably on the first morning of absence. This may be done by phone, by letter or in person.
- (iii) Parents may not authorise their child's absence - only the school can do this on the basis of the explanation provided by the parents. (Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.)
- (iv) Parents should ensure that their child arrives at school in time for the start of registration (8.55 am). If a child arrives after 8.55 am his/her parent should report directly to the school office.
- (v) Parents should avoid booking family holidays during term-time. If this is absolutely unavoidable they should arrange to meet with the headteacher at least three weeks in advance of the period for which leave is to be requested. (Leave will only be granted in exceptional circumstances.)

3. School Responsibilities

- (i) The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- (ii) Registers will be called twice daily (at 8.55 and at 1.10). Registers will close at 9.25 and at 1.40. Any child arriving after the closing of the register will be recorded as 'late' for that session.
- (iii) Teachers will complete registers in accordance with the guidance contained in the staff handbook. The office staff will check SIMS attendance data daily in order to ensure that these are being satisfactorily maintained and to ensure that any

potential attendance difficulties are identified at an early stage. Every half term an attendance audit is completed and a discussion is held with the Headteacher.

- (iv) Should a class teacher have particular concerns about an individual child's attendance or punctuality a note to the office should be left in the class register. (The class teacher may also wish to speak to the headteacher.)
 - (v) Should a child be absent the class teacher will enter the appropriate code in the register. Should no explanation be received from the child's parent the Office will endeavour to make contact with the parent.
 - (vi) All absence notes from parents should be dated and initialled by the class teacher and stored neatly in the register. Only notes concerning absences about which there are concerns/queries should be brought to the attention of the headteacher (who may then choose to speak to the parents concerned).
 - (vii) The headteacher will regularly collect attendance data and will use this data during meetings with the school's Education Welfare Officer. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions for both the school and the EWO.
 - (viii) The school will employ a number of strategies to promote regular, punctual attendance:
 - the headteacher and class teachers will communicate regularly with parents on attendance matters;
 - appropriate personal encouragement or congratulation will be offered to individual children- termly and yearly attendance certificates will be presented;
 - clear attendance information will be entered in the school brochure;
 - LA parents leaflets will be shared with all parents.
4. This attendance policy will be reviewed if the local authority model policy is updated.