



Charlton Manor Primary School

Attendance Policy

2018-2019

Agreed By:	Governing Body
Previous Date:	September 2018
Review Date:	September 2019

Charlton Manor School

Attendance Policy

Charlton Manor School places a high priority on good attendance and punctuality.

Your child should come to school every day. Absences should only occur for unavoidable reasons. If you allow your child to be absent without good reason it is against the law and Parents can be prosecuted by the LEA (Local Education Authority) and fined up to £2,500. The school has to keep a register of attendance by law and has to classify and record every half day absence as either authorised or unauthorised. This is why the school asks for a reason if your child is absent.

Attendance

As a school we aim to:

- Maintain a good attendance rate above 96%
- Monitor poor attendance and take appropriate measures to improve attendance and lateness.

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 cope better with school work and routines.
- Regular attenders have an easier transfer to secondary school.

As a parent you can support us by:

- Informing the school on the first day of absence as to the reason for absence and providing medical evidence such as prescription medicine, appointment letters etc. when your child returns to school.
- Arranging doctor and dentist appointments after school or during school holidays and insets.
- Keeping school updated by telephone or letter when there is a prolonged period of absence.

The School Attendance Officer will:

- Contact parents by phone when there is an unexplained absence.
- Write to all parents of children with less than 96% attendance.
- Home visit families of persistent absentees.
- Invite parents in to meet with the Attendance Officer to discuss the child's poor attendance.
- Meet with the Borough's Attendance Advisory Officer every half term to discuss all children with less than 95% attendance. The Borough's Advisory Officer can recommend referrals- these can lead to prosecution and fines.

Authorised Absences

Some absences are allowed by law and these are known as 'authorised absences'.

For example if a child is:

- Ill
- Family bereavement
- Religious observance

We realise there are occasions when other unusual circumstances arise to cause your child's absence. Please let us know the reason and we will deal with this sympathetically and may be able to offer advice or assistance.

Unauthorised Absence

An unauthorised absence is when a child is absent from school with reasons that are not permitted by law. For example:

- Waiting on a delivery, oversleeping.
- Family day out, shopping, hairdressers etc.
- Holiday
- Non -emergency doctor/ dentist appointments that could have been booked outside of school hours.
- No explanation of absence reported to school.

Please note-School cannot authorise any holidays taken in term time.

Reporting of Attendance and Absence

The school has a legal duty to report its absence figures to the Department of Education and Employment and to the parents each year in order to promote good attendance. This figure will also be on your child's school report. Excellent attendance is celebrated by awarding medals each term to those that have achieved 100% attendance.

If your child is starting a new school you must put this in writing stating your child's name, the name of the new school and starting date. School cannot remove your child's name from roll without this information.

Punctuality

All children are expected to be in their class line by 8.55am, school starts at 9am. Children arriving after 9am will have to go through the main office to access school. Their name will be written down to insure they receive their attendance mark. Any child arriving from 9.05am onwards will have to wait in the foyer area under the supervision of their parent or carer until assembly has ended at 9.20-9.30am. This is for the safety of the child as there may not be a member of staff in their classroom until after assembly. Lateness will be monitored by the Attendance Officer who will write to you if your child is regularly late, you may have to attend a review meeting if there is no improvement.

We look forward to working with you to give your child the best start in life – Please support us by ensuring that your child attends school regularly and is on time.