

# CAULDWELL LOWER SCHOOL - ATTENDANCE POLICY -

## *Rationale*

The Governing Body of Cauldwell Lower School is required by law to ensure that all children on roll attend school on a regular basis in order to benefit from a continuous education. Children must attend school for 190 days as detailed in the school term information available to parents. The DCSF have published a short paper available to all parents outlining their responsibilities in this matter.

## *Purposes*

To inform parents of the requirements of attendance.  
To provide details and inform staff of procedures in maintaining attendance records  
To define authorised and unauthorised absence.  
To inform parents of the consequences of poor attendance  
To define holiday absence and in particular extended absence abroad to visit relatives.

## *Guidelines*

### **1.Attendance registers**

Attendance registers are kept by law and care must be taken to record the attendance and absence of pupils.

The register must be marked within 10 minutes of the commencement of each morning and afternoon session. Children are called out by name on both occasions and asked to respond.  
**Please see attached for guidance on completing registers**

At the end of registration the registers are returned to the office where they are available for inspection or roll call in the event of a fire. Children arriving after the register is closed, will receive a late mark.

We are also required to indicate whether a child has an authorised or unauthorised absence.

### **Authorised absences are defined as:-**

- When prevented from attending by sickness or any unavoidable cause. The parent must confirm this in writing. Any verbal messages are noted and the office will inform teachers of any messages they receive in respect of attendance. Prolonged absence through sickness may require presentation of a medical certificate.
- Religious observance by the religious body to which the parents belong.
- On the grounds that suitable transport has not been provided and the school is not within walking distance.

All children are assigned to a class appropriate to their year group. Each class has their own register which contain the name, date of birth and address of each pupil. Every week the office staff will check the registers for unauthorised absence or continued lateness. Regular patterns of absence or lateness are brought to the attention of the Headteacher. Contact will then be made with parents - and if concerns still exist the Education Welfare Officer will be contacted. The EWO visits the school on a regular basis to inspect the registers and it is important that these are accurate documents.

In an attempt to encourage children to arrive at school on time and avoid, whenever possible any absences, the school takes an active role in an award scheme and awards a cup each week to the class with best attendance

## **2. Holiday Absence**

It is made clear to parents that any absence taken during school time for a holiday or occasional day trips will be unauthorised and after ten days the pupils place in school will be given away.

All unauthorised absences are reported to the Education Welfare Officer and prosecution can take place.

This policy will be reviewed annually.