

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.

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 (i.e. 10 minutes after school starts) 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 or by phone. 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.

Unauthorised absences are defined as:-

Absence from school for any period as a result of a premeditated or spontaneous act by a pupil or parent or both. This includes parentally condoned absence.

Parentally condoned absences include absences when:-

- A parent is ill
- A parent is using the child as a childminder
- A pupil is supporting other members of the family
- Work patterns for example shift work, make it difficult for the family to ensure the child attends school
- A parent wants company
- A parent gives in to a pupil who wants to stay at home
- It is the pupil's birthday
- A parent does not care whether the pupil attends school
- A parent has taken the pupil shopping
- A parent cannot control the pupil
- A parent has taken the pupil to the hairdresser
- A parent is using the pupil as an interpreter

All children are assigned to a class appropriate to their year group. Each class has their own register which contains the name, date of birth and address of each pupil. Every Friday afternoon 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 Head Teacher. Contact will then be made with parents and if concerns still exist the Education Welfare Officer will be contacted. Parents are asked to telephone the school before 9.30am to say why their child is absent. 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 will give vouchers for 100% attendance per term 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 is unsatisfactory insofar as their children's education is concerned. Under DfEE regulations the Head Teacher may grant up to 10 days authorised absence for a family holiday. However if such family occasions are unavoidable during term time permission must be obtained from the Head Teacher. The school will endeavour to support the child's continued learning by providing a resource pack for parents so that basic skills work can continue. However the parent must speak to the school's community liaison teacher well in advance for this to be possible. Unfortunately any work or assessment missed by the child during this time cannot necessarily be

repeated at any other time.

Authorised absence will **not** be given for occasional day trips.

In the event of authorisation not being sought or granted the child will receive an unauthorised absence recording in the register. Such unauthorised absences are reported to the DfEE.

This policy will be reviewed annually.