

Dudley House School

Attendance Policy

1 Introduction

- 1.1 Dudley House School is committed to maximising the achievement of all pupils. Good attendance and punctuality are vital if children are to attain their full potential as learners.

Once a child is enrolled at school, parents have a legal responsibility to ensure that their child attends every day, unless prevented from doing so by illness or other exceptional circumstances. It is also important that children arrive punctually for the start of each school day.

- 1.2 Under the *Education (Pupil Registration) Regulations 2006 (amended 2013)* the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

1.3 Definition of Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

1.4 Definition of Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- The absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

2 Partnership

- 2.1 The school expects **children** to:

- Attend regularly;
- Arrive on time and be prepared for the day (PE kit, homework, lunchbox etc.);
- Report to the school office if they arrive late;
- Inform their teacher of any problem that may prevent them from attending school.

- 2.2 The school expects **parents** to:

- Fulfil their responsibility by encouraging their child to attend school
- Notifies the school office of the reason for absence, on the first day that their child is unable to attend school;
- Ensure that their child arrives on time and is well prepared for the school day;
- Contact the headteacher whenever any problem (other than the illness of the child), occurs that may keep the child away from school;
- Inform the class teacher and seek authorisation for any forthcoming appointments
- Ensure the continuity of their child's education by taking holidays during the school holiday period and, whenever possible, arranging appointments outside the school day.

- 2.3 What parents and carers can expect of the **school**
- A broad and balanced curriculum that is dependent on regular attendance at school;
 - The encouragement and promotion of good attendance;
 - Regular efficient and accurate recording of attendance;
 - Prompt action on any problems notified or identified;
 - Close liaison to support parents and children where needed.

3 Punctuality

- 3.1 Punctuality is an important life skill. It is also polite.
- Children must be in class by 8.45 a.m. each day.
 - Registers will be taken as soon as possible after that time and returned to the office.
 - Pupils arriving after registration in the morning must report to the school office.
 - Children will be marked late if they arrive at school after the registers have been taken.
 - If a child is frequently late parents will be urged to ensure that their child arrives on time.
 - Remember though, we would prefer lateness to absence.

4 Absence procedures

- 4.1 Parents are asked to contact the school by 9:30am on the first day that their child is unable to attend school giving the reason for the absence and how long their child is likely to be absent.
- 4.2 If the absence lasts longer than one week parents are asked to contact the school at the beginning of the second week to inform us how their child is progressing and the expected date of return to school.
- 4.3 When a child is absent unexpectedly, the class teacher will record the absence in the register with a red circle, and will inform school office staff by putting a post it note on the register.
- 4.4 If a pupil is absent and no reason has been provided by 9:30am school will contact parents by telephone as part of the safeguarding procedures.
- 4.5 If no reason has been provided regarding a child's absence further contact will be made with the parents requesting this information.
- 4.6 Only a school can authorise an absence . The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, in its self, oblige the school to accept the explanation offered as a valid reason for absence.
- 4.7 A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

5 Requests for leave of absence

- 5.1 Children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are exceptional circumstances where a parent may legitimately request leave of absence.
We expect parents to contact the school at least a week in advance and fill in a leave of absence request form.
- 5.2 Parents and carers have no statutory right to withdraw their children from school for a family holiday. Parents and carers should always endeavour to arrange family holidays when their children are not required to be in school.

6 Long-term absence

- 6.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that, where possible, the child can keep in touch with the learning going on in their class.

7 Rewards for good attendance

- 7.1 All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

8 Monitoring and review

- 8.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they can be.
- 8.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 8.3 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or carers.
- 8.4 This policy will be reviewed by the governing body every three years, or earlier if considered necessary.

Signed:

Date: March 2014

Review date: March 2017