

# Cleeve Prior C of E Primary School



## Attendance Policy

Last updated: 10<sup>th</sup> Feb 2022

The Governors at Cleeve Prior C of E Primary School are committed to safeguarding the welfare of children and this policy has been drafted in accordance with “*Keeping Children Safe in Education*” DFE, 2022. Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps defer or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children and providing a safe and secure school environment. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

Signed by:

Head of School

Date:

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Chair of governors

Date:

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### **Safeguarding**

Attendance and registration are critical to the safeguarding of our children. The registration is often our first safeguarding act of the day for all pupils.

### **Registration**

Registers are taken at the beginning of the morning and afternoon sessions. Attendance is recorded by teachers using Scholarpack at the beginning of each morning and afternoon session.

### **Punctuality**

Our school day starts for all pupils at 8.45am

Our school day ends at 3.00pm

Parents/carers need to ensure that children arrive promptly to ensure good progress and minimal disruption to classes at the start of the school day. Likewise, to avoid unnecessary stress and disruption, parents/carers who collect their children from school are asked to arrive in good time for the end of the school day. Parents and carers who seem to be having difficulty with getting their children to school or picking them up at the end of the day **may be** invited in to see if there is any way the school can assist. Our school registers are open between 8.45am and 9.15am. Pupils who arrive at school between 8.46am and 9.15am are recorded as 'Late' on the school register. Pupils who arrive after registers close at 9.15am, without the school being notified in advance and/or if the reason provided on arrival is deemed unacceptable, are recorded as 'Late after registers closed' which is classified as an 'unauthorised absence'.

Note: The school must be alerted, by a parent/carer, of any change to a child's normal collection arrangements

### **Absence**

When a child is absent, the absence is marked in the register accordingly. If the reason for the absence is known, the correct symbol is entered into the register. If the reason is not known, an 'N' is entered into the register until the Head or class teacher is informed of the reason for absence.

Traveller absence is only to be recorded as T if it is known that the family are travelling, otherwise this must be shown as unauthorised.

Parents are requested:

a) to notify school on the first day of absence with a reason; this notification can be made by telephone;

or

b) to write a note to school, giving brief reasons for the absence, on the child's return to school.

The school will telephone parents/carers by 9.30 am if there is no explanation for a child's absence. If the authenticity of illness is in doubt, school can request parents to provide medical evidence to support illness.

The absence can be recorded as unauthorised if the school is not satisfied of the authenticity of the illness but should advise parents of their intention. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

### **Persistent Absence**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. Persistent absence (or PA) is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 10% (regardless of whether or not the absences have been authorised). The school works closely with the LA in monitoring absence levels. This may include the involvement of the Educational Welfare Officer who routinely monitors attendance levels in the school.

### **Leave of Absence Forms**

Unless there are exceptional circumstances, leave of absence requests will not be authorised. Exceptional circumstances vary from family to family and each case will be given due consideration, however cheap or free holidays, birthdays, celebrations or family events will not normally be considered exceptional.

### **Registers**

Hard copies of school registers are kept at school for ten years before being archived at the County Records Office.

Date Reviewed – Feb 2022

Date for review: Feb 2024