



Attendance Policy and Procedures for parents and carers

Policy Author:	Mrs S Laughlin
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Key Contacts

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Governor for attendance: Mrs Jane Foster

At Cleeve Prior CE Primary School, we want all students to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's business within our school and community.

By providing a calm, orderly, safe, and supportive school where all pupils want to be is important to us. We will work together with you as parents to explore and support any child who is finding it difficult to attend school regularly.

Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

If your child is unable to attend school, we expect a telephone call on 01789 772276 or email to office@cleeveprior.worcs.sch.uk on the first morning of absence.

If we do not hear from you, we will call after 9:15am on the first morning. We will call all 3 numbers on record in turn to gain a response.

Absence Requests

The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.

Only in very, very exceptional circumstances will absence requests be authorised.

All requests must be put in writing on the form provided with evidence (if appropriate) as far in advance of proposed leave as possible.

The Head of School will reply in writing of the decision made and reasons for that decision.

Unauthorised Absence

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not.

Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised

As per Government guidance, unauthorised absences may result in the use of penalty notices or prosecution (please see Working Together to Improve Attendance p56 for more information).

Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan [insert what you use if different] and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

Mrs Laughlin is the Attendance Champion for Cleeve Prior CE Primary School and is the person who will support families with their attendance.