



Attendance Policy

Crown Lane is committed to safeguarding and promoting the wellbeing of pupils and expects all staff and volunteers to share this commitment.

Policy aims

This policy aims to safeguard pupils by ensuring that they attend school regularly and when they do not attend, school is aware of the reason for absence. By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

This policy has due regard to the **DfE Departmental Advice on School Attendance – November 2016** which summarises legal powers and duties that govern school attendance.

Arrival and registration

All children should be in the playground lining up and ready to come into school at 8.50 am each day although children are entitled to enter the playground from 8.40 am to make a calm start to the day. The law requires all schools to have an attendance register. The register is taken twice a day. A day counts as two attendances.

Morning registration is taken at 9.00am. If a pupil arrives after 9.00am they will be marked as late. The afternoon register is taken at 1.05pm in the Lower School, 1.20pm in the Middle School and 1.35pm in the Upper School. The afternoon register will close five minutes after it has been taken.

It is essential that pupils arriving and leaving school with a parent/guardian outside the normal hours are signed in at the office. The class registers will be amended to reflect a pupil's attendance and it is vital it is kept up to date in case of an emergency.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absences.

Illness and medical appointments

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a pupil to be out of school for this reason, the pupil should be returned to school directly after the appointment.

The school office should be informed on the morning of the first day of a pupil's absence and then each morning for the duration of the absence. If parents/carers have not contacted school, The Attendance Officer will make every effort to contact parents/carers to ascertain the reason for absence by using the numbers provided. This is for Child Protection purposes. Unexplained absences will also be followed up by letter or a home visit.

Attendance levels

Parents/carers and pupils will be reminded of the importance of good attendance and punctuality in newsletters and school assemblies throughout the year. If a pupil's attendance falls below 90%, this may be seen as a cause for concern and parents/carers may be invited to *A School Attendance Panel* with the school's Attendance Officer or Education Welfare Officer to discuss a way to improve the pupil's attendance.

Towards the end of the academic year, parents/carers will be provided with an attendance report with their child's annual report. At the end of every long term, pupils will be invited to a celebration Attendance Assembly where those who have achieved 100% attendance will be awarded with a certificate.

Holidays in term time

Leave **will not** be granted for the purpose of a family holiday.

Fixed penalty notices can be issued if a pupil has more than 8 sessions of unauthorised absences within the previous ten week period.

Process for requesting absence

- By law applications must be made by a parent/carer normally residing with the child.
- Parents should seek permission for authorised absence before making firm bookings/arrangements/payments for their leave.
- Applications should be made in writing on a Special Leave Form which can be obtained from The School Office before the absence is due to begin and returned to the school office.
- Absence will not be granted retrospectively (except in exceptional circumstances).
- After consideration of the above criteria, the Headteacher may request a meeting with the parents/carers to decide whether or not to grant authorisation of absence.

Parents/Carers who decide to take a holiday or leave without permission will incur unauthorised absences for their child. These remain on a child’s record and are monitored for further action by the Education Welfare Officer, and could result in court action and a fine.

If a pupil does not return to school on the agreed date, the school will consider removing the pupil from the school roll by referring the pupil to the Local Authority Children Missing from Education Team. The school has the right to do this under government legislation.

Parents/Carers needing exceptional circumstances to be considered for absences longer than five days within one academic year should make an appointment to discuss this with the Headteacher.

This policy will be reviewed annually.

Signed:
Headteacher _____ Date: _____

Chair of Governors _____ Date: _____