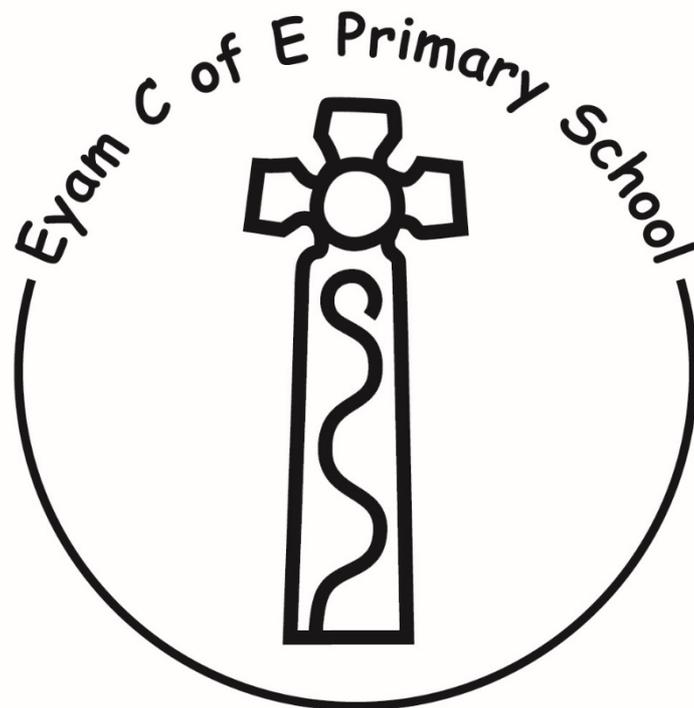


Eyam C of E Primary School

Attendance Policy



Agreed: September 2016

Review Date: September 2019

Eyam School will be a thriving community built of self-motivated, resilient learners who work together using critical thinking skills to achieve and celebrate success through a culture of respect.

Eyam C of E Primary School

Attendance Policy

Need for good attendance

To ensure that children make the best possible progress with their education, the school needs the help of parents to ensure that their children attend regularly and punctually. This is essential if they are to keep up with learning and maintain friendships.

Keeping school informed of absence

The school realises that for illness or other exceptional reasons children may occasionally have to be absent. In the interests of their education, the school asks that they only be kept away if it is **absolutely essential**. If children are absent and the school has not been informed of the reason by 9.15 a.m., then a telephone check will be made to find out if the child is on its way.

Absences allowed by law (authorised)

Changes in the law make it **essential** for school to know the reason for a child's absence, because distinction must be made on the registers between absences which are allowed by law (authorised) and those which are not (unauthorised). The law also requires that the school publish unauthorised absence figures and we need these to be as accurate as possible. Listed at the end of this policy are the types of absence authorised by law and how the school will interpret these.

All other types of absence are regarded as unauthorised. It is important to emphasise that the school cannot legally authorise an absence if the reason given does not comply with the law.

It is parents'/ guardians' legal duty to ensure that their child/ren attend school regularly and that if the child has a lot of unauthorised absences, the parent may be liable to court action.

Lateness

The register will be kept open for thirty minutes from the start of registration. Attendance after the close of register will count as an unauthorised absence. Both lateness and the number of unauthorised absences will be recorded on the child's end of year report, which is issued each July. If poor attendance or lateness persists without good reason, the school will consult with the Educational Welfare Officer.

Reluctance to attend

The school understands that sometimes a child may be reluctant to attend; this may show itself as a 'tummy ache' or 'feeling sick' etc. Please let the school know immediately if this is happening, so that by working together the matter may be resolved before it becomes an attendance problem. The school can also call upon the

guidance and support of the Educational Welfare Officer, the Educational Psychologist or the School doctor, if necessary.

Reasons for absence as shown on the register

B	=	Educated off site (NOT Dual Registration)
C	=	Other authorised circumstances
D	=	Dual Registration
E	=	Excluded
F	=	Extended family holiday (agreed)
G	=	Family holiday (not agreed)
H	=	Family holiday (agreed)
I	=	Illness (not medical/dental)
J	=	Interview
L	=	Lateness (before register closes)
M	=	Medical/Dental appointment
N	=	Not reason yet provided
O	=	Unauthorised absence
P	=	Approved sporting activity
R	=	Religious observance
S	=	Study leave
T	=	Traveller absence
U	=	Late (after register closes)
V	=	Educational visit or trip
W	=	Work experience
X	=	Untimetabled session for non-compulsory school age pupils
Y	=	Enforced closure
Z	=	Pupil not on roll
#	=	School closed to pupils