

## RAMSDEN INFANT SCHOOL



### ATTENDANCE POLICY

#### MISSION STATEMENT

Ramsden's aim is to maximise attendance rates in order to ensure that all pupils are able to take fullest advantage of the opportunities and learning experiences available to them.

#### STATUTORY FRAMEWORK

Under the 1993 Education Act a pupil is required to regularly attend the school where he/she is a registered pupil.

#### RESPONSIBILITY

Improving attendance at Ramsden is the responsibility of parents, pupils, staff, governors and the Local Authority.

Staff will set good examples of attendance and punctuality.

School will liaise closely with parents and carers and will respond to all absenteeism consistently and firmly but with sensitivity where necessary.

Parents are responsible for ensuring that their child attends regularly, punctually, appropriately dressed and equipped. Parents should notify the school as soon as possible if their child cannot attend.

Pupils will be encouraged to understand the importance of good attendance.

#### COVID 19

The Coronavirus Pandemic has caused a great deal of anxiety and concern for many families, particularly those with children or family members with additional health needs. We recognise that some families may have concerns about their children returning to school following lockdown but that there is a Government lead expectation for children to attend school unless there are identified risks. Should attendance be an issue for any family each case will be assessed on an individual basis and school will access to Local Authority support in ensuring children attend school, regularly and punctually, unless there are life threatening circumstances that prevent them from doing so. All parents/carers will be made aware of this at the beginning of the school year and reminded at regular intervals or if attendance becomes an issue for a specific child.

We recognise that there is the potential for lengthy absence due to Coronavirus e.g., shielding, lockdown or self-isolation of a child or a member of their family. Where this is required school will endeavour to provide work, where appropriate, to ensure children have access to the curriculum, in whatever form is most appropriate for the family concerned.

#### REGISTRATION

Registration will be completed by staff using Scholar Pack.

Registers will be called promptly at 8.55am and 1.00pm. They will remain open until 9.05 and 1.10.

Where a child is absent, for whatever reason, the child will be marked with an 'Absent'. If information is given to the class teacher regarding the reason for absence they must ensure that information is added to the comments box on the register for that child or passed on to the secretary. If necessary, the secretary will complete the details for absence using information provided by parents or staff.

Children arriving late after the Register has been saved on Scholar Pack must enter school via to the school office and sign the 'Signing In and Out Book'. The Secretary or Head will update Scholar Pack with the information.

The Attendance Officer (the Secretary) will be responsible for checking up on the Scholar Pack system on those children who are absent without reason. The Attendance Officer will then ring parents/carers to enquire about reasons for absence.

Registers will be officially closed at 9.25am and 1.30pm.

### **APPROVED EDUCATIONAL ACTIVITIES**

Attendance can be authorised if...

- No attendance is required e.g., school closure or exclusion under certain circumstances.
- The pupil is attending an approved 'off-site' activity
- The pupil is attending a Pupil Referral Unit
- When absence is requested for religious reasons

### **AUTHORISED AND UNAUTHORISED ABSENCE**

School is legally obliged to differentiate between an authorised and unauthorised absence. A verbal message or letter from a parent can only be authorised if school is satisfied that the explanation is a valid one.

Absence can be authorised if...

- The pupil is ill, has a medical appointment or is prevented from attending by any avoidable cause, including exceptional family circumstances
- Religious observance
- The pupil is of Traveller parents and the legal conditions are met
- Family bereavement
- The pupil is involved in an exceptional special occasion

Any other absence is unauthorised.

### **HOLIDAYS**

Parents are strongly urged to avoid holidays in school time.

Parents do not have the right to take their child out of school for a holiday.

School cannot authorise holidays during term time, unless there are exceptional circumstances which will be decided upon on an individual basis and in accordance with agreements made between local Primary schools.

### **ATTENDANCE RECORDS**

A record of each child's attendance will be sent to parents/carers at the beginning of each term with the percentage of that attendance from the following term/s and up to that point in the year. This will be reported to the Governing Body at each full Governing Body meeting

### **CONCERNS**

The Headteacher and Secretary will closely monitor pupil absence, supported by the Local Authority where possible.

If a parent gives a reason for absence e.g., hospital appointment, staff should ask parents for evidence of that appointment e.g., an appointment card. Any concerns regarding the reasons behind a pupil's absence should be referred to the Head.

Persistent lateness or absence may be referred to an Education Welfare Officer or Children's Social Care.

### **LENGTHY ABSENCE**

If for any reason a child has a prolonged period of absence e.g., due to illness or medical intervention then class teachers and school will liaise closely with the parents and other agencies where necessary (i.e., Health) to ensure there is limited disruption to the child's educational progress.