



**ATTENDANCE POLICY  
GUIDELINES AND PROCEDURES**

**1. When does my child need to be in School?**

Your child should be at school in good time for registration. The morning register will be called promptly at 8.55am and the afternoon register at 1.00pm.

**2. What happens if my child is late?**

- Registration finishes 15 minutes after the start of a school session.
- If your child arrives in that 15 minutes (by 9.10am in a morning) he/she will be marked late.
- If your child arrives after the 15 minutes (after 9.10 am in a morning) he/she will be given an unauthorised absence for that session.

**3. Does the School need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence, before 9.30am preferably. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

**4. What reasons will the school accept for absences?**

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

**5. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters or any other family members.

**6. Will the School contact me if my child is absent?**

We will phone or text you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

**7. I would like my child to have leave of absence for a supervised educational activity. What should I do?**

The Head Teacher can approve educational activities, such as a sporting or music event (and this approval is implicit where the school has been involved in making the arrangements). A request must be made in writing explaining the circumstances of the request. In considering the request the school will consider:

1. The nature of the activity
2. The benefits to the child
3. The effect on the child's general education
4. The amount of time requested
5. The timing of the activity

The child must be supervised in the activity by someone authorised to do so in order to make the activity a successful, worthwhile and safe experience for the pupil.

#### **8. I would like to apply for leave of absence for a family holiday. What should I do?**

In accordance with the new Government legislation the Head Teacher of the school may not grant leave of absence during term time unless there are exceptional circumstances. The Head Teacher will determine the number of days a child can be away from school if the leave is granted and the child's current attendance record will always be taken into account.

Any application will be carefully considered. Staff will not provide pupils with work to take away with them or to 'catch up' on their return to school.

Neville's Cross Primary School will consider authorising holidays for:

- service personnel and employees who are prevented from taking holidays during term time
- when a family needs to spend time together to support each other during or after a crisis (ie the death of a close family member)
- parents who are subject to a strict and un-negotiable holiday rota and are able to provide information to support this from the employer if requested.

Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday
- availability of the desired accommodation
- poor weather experienced in school holiday periods
- overlap with beginning or end of term

The Head Teacher will respond to all requests for a leave of absence in writing giving the reasons for the decision. Holidays will NOT be authorised during periods of national tests, ie SATS

Parents can be given a penalty notice or prosecuted for periods of unauthorised holidays.

#### **9. I would like to apply for Exceptional Extended Leave of Absence. What should I do?**

With the exception of family holidays and employment, schools have a discretionary power to grant a pupil time off school if they believe there is extenuating or compassionate reasons that justify leave. All applications must be made in writing and in advance by the parents. The Head Teacher has the power to refuse the whole period requested by the parents, grant part of the period and refuse the remainder, or grant the whole of the period requested. Any leave of absence granted by the school is recorded as authorised.

At Neville's Cross School all requests are treated on a case by case basis and will take into account:

- The amount of time requested
- The age of the pupil
- The pupil's general absence / attendance record
- Proximity to SATs
- Length of the proposed leave
- Pupil's ability to catch up the work
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity
- When the request was made

Where extended leave of absence is granted there will be an expectation that the pupil either attends an alternative school or undertakes school work set during this period.

The Head Teacher will respond to all requests for extended leave of absence in writing and give reasons for the decision. If the application is granted the Head Teacher will state the expected date of return and what action will be taken if the pupil fails to return when expected. Similarly, a letter refusing a request will explain the reasons for the refusal and what actions will be taken if the parents ignore the refusal and keep their child away. (In both cases unless the child is unable to attend the school by reason of sickness or any unavoidable cause, after 10 school days they will be removed from the register and the local authority informed.)

**10 What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he /she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

**11. My child is reluctant go to School. What should I do?**

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.