



## 1 Introduction

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the *Education (Pupil Registration) Regulations 1995* the Academy Advisory Board (AAB) are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

## 2 Definitions

### Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

### Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of either the school and/or a parent. Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### Lates

- Registers open at 8.50am. Children who are not present when the register is open are marked as late. The class teacher closes the register at 9am.

- Children arriving after 9am will need to report to the school office and a reason for lateness recorded in the late book. This will be recorded as a late.
- After 9.30am children are marked as “late after the register closes”. This will count as an absence for that session.
  - Afternoon registration begins at 12.45pm – EYFS and KS1, 1pm – Yr 3 and 4, 1.15pm – Yr 5 and 6. Registration will close 10 minutes after the start of the pm registration.

The school monitors lateness daily and when a concern is identified the Pastoral team will offer support.

### **3 If a child is absent**

Parents should inform the school daily of absence by telephone or coming into the school office.

When a child is absent, the class teacher will record the absence in the register and the school office will contact parents or guardian if they haven't already done so.

If a child is absent for more than one day the parent/guardian needs to let the school know on each further day of absence.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

### **4 Requests for leave of absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a child to attend, for example, a special event. We expect parents to contact the school at least a week in advance.

If a family chooses to take a holiday during term time the school will refer the case to the Local Authority. For further information please look at [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk) or alternatively the leaflet 'What is a penalty notice' which can be found on the school website.

Permission for absences in exceptional circumstances is given at the discretion of the Principal. A leave of absence form can be obtained from the school office

The school will provide work for children to complete during **unavoidable** extended holiday. Parents can collect work packs from the class teacher.

### **5 Long-term absence**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services e.g. hospital outreach, so that arrangements can be made for the child to be given some tuition outside of school.

## **6 Repeated unauthorised absences**

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences the attendance procedures will be followed.

The AAB, supported by the Local Authority, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **7 Rewards for good attendance**

Weekly attendance is rewarded in assembly each week. The class with the highest weekly attendance receives a certificate. This is recorded on our attendance graph in the school hall and is known as the Chantry Cup.

All the children who have 97-100% attendance at end of each term will be invited to celebrate their achievements.

Children who attain 100% attendance for the whole year will receive a certificate and a special prize.

Punctuality is rewarded on an individual basis through the Early Bird stars and the most punctual class is rewarded with toast on a weekly basis.

## **8 Attendance targets**

The school sets attendance targets each year. These are discussed by the senior staff and AAB. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

## **9 Monitoring and review**

It is the responsibility of the AAB to monitor overall attendance, and they will request an annual report from the member of SLT with responsibility for attendance. The AAB also has the responsibility for this policy, and for seeing that it is carried out. The AAB will therefore examine closely the information provided for them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The Parental Support Advisor and the member of SLT with responsibility for attendance will monitor attendance on a fortnightly basis. This will ensure early identification of any concerns and provide support where needed. The attendance team will work in partnership with parents to improve attendance.

Class teachers will be given weekly attendance information about their class and this will be displayed in all classrooms.

This policy will be reviewed by the governing body annually.

Additional documents include

- Attendance flow chart
- Leave of Absence form
- What is a penalty notice?
- Parent contract leaflet
- Parent contract letter