

Attendance Policy

**Stanborough Primary & Nursery
School**

**January 2012
Review January 2013**

ATTENDANCE POLICY

1. INTRODUCTION

The aim of this policy is:

- (a) To comply with the Section 444 of the Education Act 1996 which requires children of compulsory school age to regularly attend the school at which he/she is on roll by informing parents of their responsibility.

(Parents can be fined up to £2,500 or even be imprisoned for failing to ensure that their child attends school regularly.);
- (b) To raise awareness of the difficulties caused by truancy to parents and carers, pupils, schools and the wider community;
- (c) To apply the positive results from research which show that children who attend school regularly are likely to be more successful.

2. WHAT IS AUTHORISED ABSENCE?

If a child is ill or unable to attend school for some reason, parents/carers need to contact the school by telephone and/or letter to inform them. The school will then 'authorise' this absence. In other words, it is an explained, acceptable reason for non attendance.

3. WHAT IS AN UNAUTHORISED ABSENCE?

If a child has been absent from school and the parent has not made any contact, the school will telephone the parent, send a letter or make some other contact in order to check on their child's attendance. The letter may draw their attention to the fact that their child has been missing school without a reason. If this is the situation, the absence will be recorded by the school as 'unauthorised'. It is important that parents are aware of this as unauthorised absence from school carries with it the risk of prosecution.

4. UNACCEPTABLE REASONS FOR ABSENCE

- (a) Shopping;
- (b) Birthday treats and trips;

- (c) Looking after others at home;
- (d) Non-urgent medical or dental appointments;
- (e) Holidays during term time without permission.

4. HOW A PARENT/CARER CAN SUPPORT THEIR CHILD TO ATTEND SCHOOL

- (f) Make sure their child attends school regularly. It is important that they arrive on time. Start good habits at an early age while their child is at nursery school;
- (g) If their child is not keen to attend school, contact the school straight away and work with them to solve any problems, if there are any. It is important that parents and carers are prepared to listen to schools and accept their advice;
- (h) If their child is ill, it is important that the school is contacted on the first day of absence;
- (i) The school operates a first day response scheme and the school will be concerned if it does not hear from them;
- (j) It is important that parents show an interest in their child's school work and learning;
- (k) Do not take family holidays during school term time.