

ST. ANNE'S CATHOLIC PRIMARY SCHOOL, BUXTON

ATTENDANCE POLICY 2012

In order to provide our children with the best possible education, the Governors recognise that children are legally required to attend school. They also recognise that they are responsible for the school's attendance register.

To maintain attendance records, and to follow government guidance on Attendance Registers, the Governors acknowledge the fact that the Local Authority has provided Derbyshire schools with the Facility Administration and Attendance software, for use on the administration computers. They expect the Headteacher and Administration Manager to ensure that any information entered on to the administration computer is kept updated and is used appropriately. The school is registered with the Data Protection Registrar under the Data Protection Act 1998.

In order to fulfil their responsibilities, the Governors expect the Headteacher to ensure that pupil's attendance is registered on the appropriate weekly attendance sheets, as produced by the Facility attendance software. Class teachers are expected to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The attendance sheet should show whether a child is present, engaged in an approved educational activity off-site (e.g. school trip), or absent. The sheet must show whether the absence is authorised or unauthorised, using the appropriate codes, as specified by the L.A. An authorised absence is where the school has either given approval in advance for a child to be away, or has accepted an explanation offered afterwards as reasonable and satisfactory. The Administration Manager will be responsible for ensuring that an appropriately trained member of staff then enters this information onto the Administration computer. The Administration Manager will also be responsible for ensuring that both weekly and monthly attendance sheets are printed and kept for at least three years, as required by the government.

Where a child is absent from school, parents/carers are required to inform the school as to the nature of the absence, either by telephone, a written note to the class teacher or by use of the dedicated attendance e-mail address. In situations where parents/carers require children to be absent from school in order to take a family holiday, they must complete the school's Holiday Request Form, which the Governors expect the Administration Manager to have available in the school office and on the school website. These forms must be submitted to the Headteacher at least two weeks in advance of the proposed holiday. It is highly recommended that children do not take time off for holidays, and, as both the government and the Governors expect all children to be present to take part in the external S.A.T.s at the end of Key Stages 1 and 2, under no circumstances will the school authorise holidays taken at these times. The Governors also expect that only in exceptional circumstances will the Headteacher grant annual holiday leave for over two weeks.

Where a child has to attend appointments during school time, e.g. hospital, doctor or dentist appointments, the Governors require that a parent/carer, guardian or other authorised adult will collect the child from school. Under no circumstances should a member of the school staff release a child and allow them to leave the premises unsupervised during school hours.

Where a child is absent and no reason is provided by a parent/carer, the Administration Manager is expected to follow L.A. guidelines and send home the appropriate letter, generated from the Facility software programme, so that parents/carers are given the opportunity to respond. Should the parents/carers still not provide the necessary information, the computerised attendance record should show that the child has taken unauthorised absence from school.

Where an absence situation becomes regular or prolonged, the Headteacher should contact the parents/carers and request an explanation for the child's absence. If this request is ignored, or the Headteacher feels that the response is inappropriate, then the Governors expect him/her to contact the Education Social Worker and request that the situation be investigated and a report sent to the school covering both the reasons for absence and any action that may have been taken.

Where there are a significant number of authorised absences, which may lead the Headteacher, Administration Manager or class teacher to be concerned about the amount of time the child is missing from school, the Headteacher will again contact the parents/carers and, should he/she not be satisfied with the response, ask the Education Social Worker to intervene.

This policy was reviewed on 25th June 2012 and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Written 1997

Reviewed July 1999

Reviewed July 2002

Reviewed June 2007

Reviewed June 2008

Reviewed June 2009

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Reviewed June 2012