

## **Attendance Policy**

Attendance is increasingly regarded as a measure of the quality of education offered by a school. Hutton Henry CE Primary School seeks to ensure access to educational opportunities for all students, whatever their race, culture, religion, gender, sexual orientation, social background or special educational needs. When “efficient and full time education” (Education Act 1996, 2011) is not being accessed because of poor attendance, the school seeks to rectify this problem by providing positive support to these students and their families through multi agency intervention. We aim to create a culture where good attendance is the norm and valued by students, parents and staff.

### **Purposes**

- To state procedures for marking registers, analysing attendance data and responding to non-attendance.
- To promote partnership between school, parents, Educational Welfare Service (EWS) and other relevant agencies working in the best interests of the students education.
- To define roles and responsibilities.
- To clarify the referral procedure.
- To state monitoring systems.
- To state how attendance information is communicated to staff, pupils and governors.
- To state the legal framework of attendance.

### **Guidelines**

- School starts at 8.45am
- Arrivals between 8.45 – 9.10am are recorded as late in the register. Arrival After 9.10am will be recorded as ‘U’ which will give an absent mark.
- Registers for morning and afternoon sessions are taken on the SIMS system.
- Class Teachers are responsible for the morning and afternoon registration, Head Teacher to authorise absence.
- Admin staff make first day contact or send letters home (if no contact made), and alert Head Teacher with any concerns.
- Attendance monitoring on a half termly and termly basis.
- Head Teacher to monitor attendance supported by the local authority attendance toolkit / officers. Referrals are made through the local authority attendance team, although all staff are at liberty to express their concerns.
- Parents can apply for leave during term time but this will only be granted on agreement with the Head Teacher and not during any exam period (please refer to separate leave of absence policy). Holidays will not be authorised without exceptional circumstances.

- Certificates are awarded at the Annual Awards Ceremony for those children achieving good attendance.
- LA informed of children who are regularly late/ absent for school.
- Letters are sent to parents of pupils whose attendance falls below 90%.
- Where absence cannot be easily resolved, a multi - agency approach to the problem is sought. This may include PSA or may be sought via One Point.
- The school follows county procedures when dealing with attendance.
- Ethnic minority religious holidays and the rights of other groups (e.g. travellers) are recognised by the school.
- Parents must sign their child into school if they are late and a reason must be provided. Evidence should be provided for absence especially medical reasons.

**Reviewed September 2024**