



# Wittersham CEP School

## Attendance Policy

Updated: June 2006  
Updated: January 2008  
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## **Wittersham CEP School - Attendance Policy**

**Wittersham CEP School expects *good attendance* from its pupils, in order for them to make the most of the opportunities that the school has to offer. We rely on our partnership with parents to ensure that this is achieved.**

**We would ask parents to help us by notifying us of all absences on the first day if possible, but always to ensure that any absence is covered by a note on your child's return to school. Any absence which is known in advance should be notified in writing to the school beforehand. Please note that no holiday is permitted during term time.**

**Our school day starts at *8.45am* and registers are marked shortly after this. Pupils who are not present for registration will be marked as absent initially. If they arrive before *9.00am* this will be changed to present but late. Any pupil arriving after this time will require a letter of explanation.**

**All schools are required to show the difference between authorised and unauthorised absence. THIS IS A GOVERNMENT REQUIREMENT.**

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

### **AUTHORISED ABSENCE CAN BE:**

*Sickness*

*Medical or dental appointments which cannot be arranged outside school hours.*

*Days of religious observance*

## **UNAUTHORISED ABSENCE IS:**

*Truancy*

*Staying at home to look after younger children or sick relatives*

*Going shopping or having a hair cut.*

*Any absence which the school has not been informed about, either by letter or telephone.*

*Any family holiday.*

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

## **MONITORING ATTENDANCE**

**Mrs Haydon will be responsible for this monitoring.**

**Teachers note both unauthorised and authorised absences in the registers.**

**The weekly percentage figures for each class will be noted and an attendance cup awarded weekly to the class with the highest attendance.**

**Parents of those children whose attendance is below 85% will initially be written to. If attendance does not improve a second letter will be sent asking parent to come into a meeting at the school.**

**Concerns will be brought to the attention of the Educational Welfare Officer.**

**In particular circumstances or when the request meets the conditions of the Code of Conduct, the Educational Welfare Office is able to issue Penalty Notices. A letter to this effect has been sent to all parents.**

## **REMEMBER**

**1. Ring school on the first day of absence.**

**01797 270329**

**2. Or send a written message.**

**It is vitally important that all children attend school consistently.**



This policy should be read in association with Wittersham CEP School Equality and Diversity Policy

The legal and local framework for this policy is:

Race Relations Act 1976 (as amended in 2000)

Disability Discrimination Act 1995 (as amended in 2005)

Children Act 2004

Equality Act 2010

Education and Inspections Act 2006

Duty to Promote Community Cohesion, Education and Inspections Act 2006