

Date	Review Date	Drawn up by	Committee Approving
Spring 21	Spring 23	NC	Main GB

## Attendance Policy



## **Introduction**

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school on time unless the reason for the absence is unavoidable. It is the responsibility of parents to ensure that their children attend school regularly.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and may affect the learning of others in the same class.

Children should only be absent from school if the reason is 'unavoidable'. Allowing a child to be absent without good reason is against the law. Every half day absence has to be classified by the school (not the parents) as either authorised or unauthorised absence. Information about the cause of each absence is always required.

**Authorised** absences are defined as mornings or afternoons away from school for good reason: illness or other unavoidable causes.

**Unauthorised** absences are those which the school does not consider reasonable and for which no 'leave' has been given. Continued unauthorised absence could lead to the Local Authority issuing a Penalty Notice or taking legal action.

Examples of unauthorised absence includes:-

- keeping children off school for trivial reasons;
  - truancy;
  - absences which have never been properly explained;
- children who arrive at school too late to get a present mark. (see Lateness)

Providing a note may not be sufficient if the reason given is not 'unavoidable'. Children should never be kept off school for reasons such as shopping or as a treat.

## **School Procedures**

St. Thomas Becket School applies the following procedures in deciding how to deal with individual absences.

### **Illness and other legitimate reasons**

If a child is unfit for school, parents should contact the school, on the first day, in person, by phone, fax or by email. **If the school is unable to establish that the**

**child is at home and safe, Croydon's children missing from education procedures will be followed (see Appendix).** When the child returns, he or she **must** bring a written note signed by the parent for each period of absence. These notes are kept in school and are available for inspection by the Education Welfare **Officer who will follow up on any persistent absence.** Absences will not be authorised without this procedure. Other reasons for absence must be discussed with the school each time. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time, providing an appointment card/letter is received. If a child has a lot of time away from school due to illness we may ask for medical evidence, such as a copy of a prescription, letter from your GP/Specialist or appointment card.

### **Holidays**

The Government, the Local Authority and St Thomas Becket School actively discourage parents taking pupils out of school during term time for holidays. All such holiday leave is at the discretion of the Head Teacher. Requests for leave will only be granted in exceptional circumstances on a case by case basis. The Head teacher will look at the child's previous attendance record, number of days requested, the child's stage of education and the nature of the trip. Leave may be refused where children have missed a lot of work. Application forms for requests for holiday leave are available from the school office. A Fixed Penalty Notice of £60 may be issued for unauthorised term- time holidays, rising to £120 if not paid within 28 days.

### **Lateness**

Children must attend on time to be given a present mark for a session. Parents are expected to ensure that children are present at registration. Children may come into classes from 8.45am and the school day begins at 8.55am.

**Children arriving after 9am will be marked late for registration. Parents must sign them in at the school office and provide a reason for the lateness.**

If a child arrives after 9.30am, they are considered to have arrived after the close of registration and thus marked 'U'. This is regarded as unauthorised late absence. Please note that the school day counts as two sessions, morning and afternoon.

Where there have been persistent incidents of lateness parents/carers will be advised of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### **Collection**

Please be sure to collect your children promptly at 3.10pm (Infants) 3.15pm (Juniors). If you are unavoidably delayed, please ring the school and let us know. Young children in particular can become very distressed if they are not collected promptly. If you are late your child needs to be collected from the school office and you must sign the late book before taking them. Collection and drop off procedures are addressed fully in our policy on **Safe drop off and collection of children.**

Feb 2018

**CROYDON CHILDREN MISSING EDUCATION AND OFF-ROLLING :  
PROCEDURE FOR SCHOOLS**

