



ATTENDANCE POLICY

Hughenden Primary School

Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Why Regular Attendance is so important:

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

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti- bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.



Pupils

Pupils are encouraged to attend regularly and be punctual. This is contained in our Home School Agreement signed by pupils, parents and class teachers. Pupils who arrive late need to report to the office to register.

Parents - We ask Parents and Guardians to:

- Encourage good, punctual attendance.
- Inform the school by 10:00 a.m. on the first day of non-attendance and keep the school informed if the absence extends over a few school days. Phone calls/emails/answerphone are an acceptable means of notifying the school of absence.
- Discuss planned absences with the school in advance (e.g. hospital stays etc)
- Keep in touch if the absence extends for more than three days.

School

We record pupil attendance on E-schools twice a day, once at the start of the morning session and once at the start of the afternoon session. Registers close 30 minutes after the session starts.

Children who arrive after the start of the session or leave before the end of a session are signed in/out by the person collecting them in the Signing In and Out folder in the school office.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you;
- Invite you in to discuss poor attendance with our Pastoral Leader.

If absences persist;

- We may refer the matter to Buckinghamshire Learning Trust Education Attendance Officer.

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed.



To help us all to focus on this we will:

Report to you at least termly on how your child is performing in school, what their attendance is on their annual report. **E-school attendance can be found using your login.**

The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable: -

- (a) to age, ability and aptitude and
 - (b) to any special educational needs he/ she may have
- Either by regular attendance at school or otherwise'

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Understanding types of absence:

Every half-day absence from school has to be classified by the school (not by the parents), as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing/email.

Absences can only be authorised by the Headteacher or in the case of holidays, our Chair of Governors. Legitimate reasons for absence, including the following, may be authorised by your child's school:

- **Sickness**
- **Medical or dental appointments**
- **(whenever possible these should be arranged outside of school hours).**
- **Days of religious observance**

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.



Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence. **How we manage lateness:**

The school day starts at **8.50 am** and we expect your child to be in class at that time.

Registers are marked by **9.15 am** and your child will receive a late mark if they are not in by that time.

At **9.30am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. We are accountable for informing County of any prolonged absences by means of our termly census return.

If your child has a persistent late record you will be asked to meet with our pastoral care leader /Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

This policy was reviewed by the Governing Body on March 2019.
It is due to be reviewed in March 2023.