



NEWBOLD SCHOOL ATTENDANCE POLICY

The aim of this policy is:

- a. To comply with Section 444 of the Education Act, which requires children of compulsory school age to regularly attend the school at which he/she is enrolled
- b. To apply positive results from research which show that children who attend school regularly are likely to be more successful

AT NEWBOLD SCHOOL WE EXPECT THAT:

1. Children

- a. Attend school regularly.
- b. Arrive on time – 8.50 am

2. Parents / Carers

- a. Ensure their child attends school regularly.
- b. Ensure their child arrives on time for school – 8.50 am
- c. Contact the school, on the first morning of absence, if their child is unable to attend for a valid reason and provide a note if necessary.
- d. Support the school in its aim to raise the achievement of their child through full attendance at school.

3. The School

- a. Ensures efficient and accurate registration of pupils.
- b. Contact Parents / Carers if a child fails to attend without a satisfactory explanation.
- c. Will promote positive attendance by taking account of pupils' individual needs.

REGISTRATION PROCEDURES

The register is a legal document.

- Registers should be marked at the beginning of each morning and afternoon and then sent to the school office.
- Lateness should be noted. Children will be marked as late after 09.00am. The gate will be closed at 8:50 for security reasons once the children have entered the school building.
- Absence returns should be filled in weekly.

POSITIVE ATTENDANCE PROMOTION

We try to promote positive attendance by:

- Impressing upon Parents / Carers the importance of regular attendance in raising standards throughout the school.
- Awarding a termly certificate to every child with 100% attendance who also arrives on time.

Monitoring

- Class teachers may bring any concerns about absence or persistent lateness to the Headteacher.
- The Headteacher will monitor attendance/lateness weekly.
- The Headteacher will contact parents / carers where deemed necessary.
- The Headteacher will refer to Education Welfare Officer where deemed necessary.

Extended holidays

Children should be in school during term time. It is not in their interests to take extended holiday leave when they will miss vital instruction and activities related to their programme. Further it is not reasonable to expect the class teacher to prepare extra work for the child to take with them whilst holidaying, with the resulting marking, or to personally coach that child on return so that they can catch up with their peers.

In addition holiday absence should not exceed the statutory limit of 10 days per year. Authorisation is at the discretion of the Headteacher and will take account of factors such as timing of the holiday, educational focus and the child's attendance record.

Any parent / carer who finds it absolutely necessary for their child to be away from school during term time must complete an absence request form and submit it to the school office. ***It is illegal for a child to be withdrawn without permission.*** Parents/carers will need to make quite clear the reasons for withdrawal during term times and these may not include the following:

1. Availability of cheap holidays
2. Availability of accommodation
3. Better weather
4. Overlap with the beginning or end of term
5. Birthday treats and trips

Date of this review: 28.02.2014

Signed: Mrs J Crissey

Position: Headteacher