

NEWBOLD SCHOOL

ATTENDANCE POLICY

Reviewed by Mrs J Crissey November, 2017
Ratified by Newbold School Board of Governors December 2017

AT NEWBOLD SCHOOL WE EXPECT THAT:

1. Children

- a. Attend school regularly.
- b. Arrive on time – 8.50 a.m. and be seated in class no later than 9 a.m.

2. Parents / Carers should

- a. Ensure their child attends school regularly.
- b. Ensure their child arrives on time for school – 8.50 am
- c. Ensure their child is picked up on time at the end of school (3.30 p.m, Monday to Thursday and 12.30 p.m. on Fridays)
- d. 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 and call or email daily to confirm continued absence thereafter.
- e. 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 electronic registration of pupils.
- b. Contacts Parents / Carers if a child fails to attend without a satisfactory explanation.
- c. Investigates any unexplained absences and, if deemed necessary, will send a member of staff to the parents' home. Will call the police if parents cannot be contacted.
- d. Will promote positive attendance.
- e. Will liaise with Bracknell Forest Education Welfare Office, as needed.

REGISTRATION PROCEDURES

The register is a legal document.

- Registers are electronic and are taken at the beginning of each morning and afternoon
- Lateness will be noted. The registers close automatically by 9.00. Children will be registered as 'late' after 09.00 a.m. The school gates will be closed and locked at 8.55 for security reasons.

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.

Monitoring

- Class teachers will bring any concerns about absence or persistent lateness to the Headteacher.
- Parents will be issued with late slips in their child's book bag. More than 3 absences/late slips in one week will require parents to make an appointment with the class teacher to discuss any issues that may be affecting persistent lateness.
- After the parent-teacher discussion, the class teacher will refer any further late arrivals to the Headteacher.
- 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 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.

The Headteacher **will not** authorise children's absences due to holidays during term time.

Any parent / carer who may find 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 and we are obliged to report such absences to the Education Welfare Office.*** 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