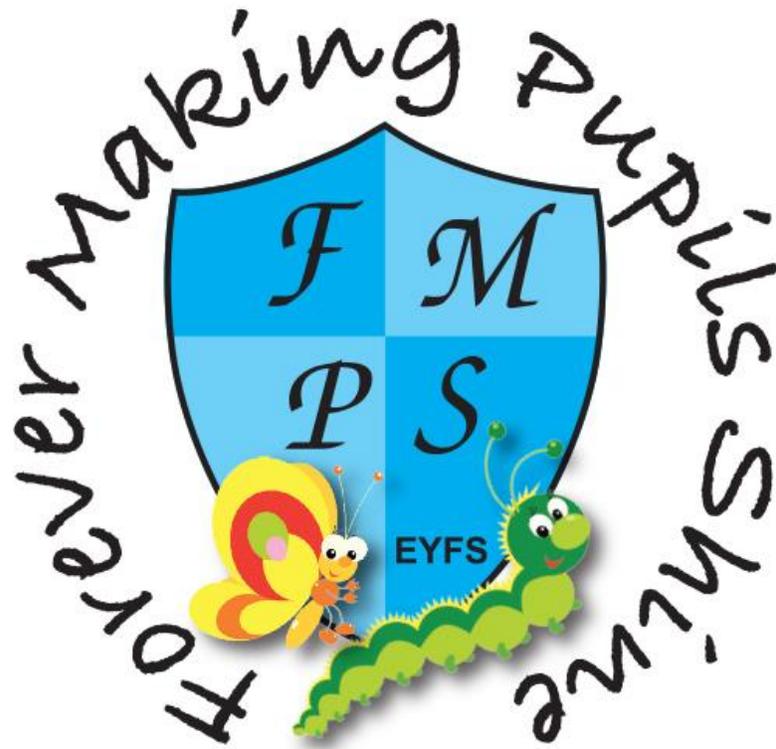


Framwellgate Moor Primary School



Attendance Policy

Introduction

Good school attendance is essential so that good academic achievement can be secured. Regular absence interrupts a child's education and disrupts the continuity of learning. In extreme cases, children can be absent all too often when new concepts are being learned.

The Education Act states that parents are legally responsible for their child's regular and punctual attendance at school.

Framwellgate Moor Primary School seeks to:

- * Actively promote school attendance and punctuality
- * Monitor absences and lateness
- * Secure explanations when absence takes place or arriving late
- * Strongly discourage any unauthorised absence
- * Refer to the EWO should there be any concern re any of the above, (Diane Marlow).

Unauthorised absence is given when:

- * A child arrives after 9.15 a.m. without a medical reason
- * A child is absent and the reason is not medical or has not been authorised by the Headteacher.

Explanation for Absence

Parents are asked to explain their children's absence before 9.30 a.m. on that school day. The reason must be medical if it is to be authorised. Other circumstances must have been given permission by the Class Teacher or Headteacher.

Holidays during Term-Time

The 'Education (Pupil Registration) Regulations 2006' were updated in September 2013 and removed wording that, 'the Headteacher of the school may grant up to ten school days leave of absence in any school year, for a family holiday, if she believes that the circumstances warrant it'. From September 2013 the Headteacher will not be able to approve absence for a family holiday unless there are very exceptional circumstances. Any application must be made on the appropriate form, with appropriate evidence, in advance of the intended holiday and must clearly state the exceptional circumstances.

Extended Leave

In extreme circumstances children may be travelling a long distance to visit family and extended leave of up to 3 weeks can be granted at the discretion of the Headteacher. However, a child's place on roll can only be kept for 3 weeks and if the child does not return when agreed they will be taken off roll. This is only fair as we have children on waiting lists for many year groups.

School Action in the case of Unexplained Absence

The school has the discretion to authorise or unauthorise all absences. In the event of a child's absence not being notified to the school by 9.25 a.m., the following procedure will be actioned:

1. The duty secretary will phone the child's home or parent's mobile as appropriate
2. If no answer is forthcoming, a message will be left
3. Any calls will be logged in a central file and registers annotated where possible
4. A follow up absence inquiry form will be sent within 5 school days if no explanation can be received.
5. Following the above procedure, parents' failure to notify the school regarding such absences will result in the absences being marked as unauthorised and the EWO informed.
6. Should any pupil have 20 or more unauthorised sessions, (10 days), in any term or 38 in rolling year, the school and/or EWS may apply to the LA for a Fixed Penalty Notice to be issued to the parents concerned.
7. All absences for Visa or Overseas visit will be unauthorised after 10 days.

Unacceptable Rates of Absence

The school expects children to be present for at least 95% or more of all sessions – this is in line with national expectations and is also Framwellgate Moor Primary School's attendance target. The School will monitor attendance rates and will involve the Education Welfare Service if a child's attendance is deemed to be unsatisfactory. Individual circumstances such as illness will be taken into account.

Attendance Strategies

Attendance is praised and awarded through:

- * .5 house points for attending all week
- * Whole class 100% attendance in one week is rewarded with 5 min. extra playtime and a petal on the year group attendance flower.
- * 6 petals will result in a whole class baking session with a class picnic.

Off Site Forms

We have the following forms available so that clear reasons for absence are established. Communication is thorough and close monitoring and tracking can take place with EWO.

Visa, home visit and work packs taken, holiday, educational visits.

Whenever possible work is sent with the child to complete and hand in on return.

Global Exploration

JOLFI Bear, (Journey of Life) travels with pupils and scrapbooks completed of JOLFI Bear experiences during time away from school. These are shared in Assemblies.

Reviewed by: Mrs B Smith
July 2017

Review Date: July 2018