

Introduction

Cleves is a successful school and all families have a part to play in maintaining its high reputation. Children obviously need to attend school regularly and punctually. This policy makes you aware of the school's procedures and expectations as far as attendance is concerned.

Why regular attendance is important:

The curriculum is very carefully planned at Cleves and any absence means that your child will have a 'gap' that it may not be possible to fill. Absence includes late arrival and early departure as well as non attendance.

Promoting Regular Attendance:

All members of the Cleves community need to work together in order to ensure a high level of attendance.

The school undertakes to:

- Publish this policy on our website
- Remind all regularly in the school newsletter
- Discuss attendance termly at Governors meetings
- Inform parents of any concerns promptly
- Give parents an annual report on their child's attendance with positive feedback if appropriate

More details on absence:

Every half day absence from school has to be classified by the school as either **authorised** or **unauthorised**. This is why we always have to have an absence confirmed in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness. Medical/dental appointments which fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the school using sanctions and/or legal proceedings. For example:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained

- Shopping, birthdays
- Day trips and holidays in term time which have not been agreed

If your child is reluctant to attend school for any reason, you should contact the school as soon as possible so that, between us, we can address the problem

Persistent Absenteeism

Fortunately the vast majority of children at Cleves attend school regularly. If a child's attendance should fall below 80% then their absence is classed as **persistent**. You will have been informed of our concerns and remedial action will be taken. We will work with you to create an action plan to address the problem and will give you all possible support. All cases such as this are made known to the Education Welfare Officer.

Absence Procedures:

If your child is absent you should:

- Contact us before 9.30am on the first day of absence via our website <http://www.cleves.co.uk/AboutUs/ourPolicies.php> by email, telephone, written message or in person
- Send a written explanation with your child via our website <http://www.cleves.co.uk/AboutUs/ourPolicies.php> or a written note upon your child's return to school

If your child is absent we will:

- Telephone, or email you on the first day of absence if we have not heard from you
- Invite you in to discuss the situation with our Welfare officer if attendance moves below 85%

Contact numbers:

It is important that we have up to date contact numbers in case we need to contact you. Please ensure that you contact the school if your numbers change.

Education Welfare Officer:

If there should be a problem with attendance we would expect you to contact the school at an early stage and work with us to arrive at a solution.

With a more persistent problem, the school may refer the child to the Education Welfare officer. If all levels to reduce the level of absence fail, penalty Notices can be given or prosecutions in the magistrates court.

If you wish to contact the Education Welfare Officer independently, you should contact the Welfare Officer at Cleves or the Local Education Authority who will give you the contact number.

Lateness

It is really important that children arrive punctually for school. It is embarrassing for them if they are late although it is rarely their fault and they start the day at a disadvantage missing the first part of the day.

How we manage lateness

Children are allowed into school from 8.30am onwards unless they attend Early Risers which starts at 8.00am. Children must be in school by 8.45am. Registers are marked at 8.50am and your child will receive a late mark if they are not registered by 9.00am. In the afternoon children should be in class at 1.15pm, registers are marked at 1.20pm and your child will receive a late mark if they are not registered by 1.25pm.

The Welfare officer will contact you if you are late persistently and the matter may be referred to the education Welfare Officer.

Holidays in Term Time

You should do you utmost to avoid taking holidays in term time. Your child can never make up the time lost even though you may make financial savings. There is no automatic entitlement in law to time off in school time for holidays.

All applications for time out of school must be made in advance by completing a holiday form available at reception and taking it to your teacher or via our website at <http://www.cleves.co.uk/AboutUs/ourPolicies.php>. A maximum of 10 days in any academic year may be authorised at the discretion of the school.

There are certain times when leave is unlikely to be granted:

- When a child starts school. It is important that your child has the best possible chance of settling in
- Just before or during SATS/QCA tests
- If your child has already taken authorised absence, leave will not be granted
- If a pupil's attendance is already poor, leave will not be authorised

Attendance Target

Our school target for attendance is 96.5% We hope that you will do your best to support us in achieving this target through placing a high priority on attendance. We monitor absence termly and will address anomalies promptly.

People responsible for attendance

- Welfare Officer
- Senior Assistant Headteachers
- Headteacher

The school must publish its absence figures to parents and must promote attendance. Parents should make sure that children attend school regularly. We should all work together to ensure that children have a high level of attendance.

November 2009

Policy to be reviewed annually