

Maidwell Primary School

Draughton Road
Maidwell
Northamptonshire
NN6 9JF

Attendance Policy

History	Details
November 2014	No amendments - readopt
November 2013	Section 3 amended to include full list of authorised and unauthorised absence categories and new Sept 2013 legislation financial penalties
January 2017	Section 2.2 delete reference to annual rewards for good attendance Section 3.3 lateness amended to 9.30am from 9.15am Section 3.4 (reference to financial penalties) removed Section 4.2 amended to include requirement for parents to sign in late pupils Section 4.4 reworded to clarify how long register remains open pending late arrivals
November 2018	Section 3: Inclusion of reference to Application Form – Appendix I Section 5: Persistent Absence – new section
November 2020	No amendments

The Governing Body of Maidwell Primary School have formally adopted this Northamptonshire County Council policy. The Headteacher and the Governing Body will review it no later than two years from the date of signature below.

Last Review

November 2020

Next Review

November 2022

GB Approval
Date

Signature
Chair of Governors

MAIDWELL PRIMARY SCHOOL

ATTENDANCE POLICY

I Aims and Objectives

Maidwell Primary School aims to encourage and assist all pupils to achieve the highest possible levels of attendance and punctuality.

The School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

The School aims to achieve excellent levels of attendance and punctuality to enable all pupils to take full advantage of the education opportunities available to them.

To achieve this, the School will not authorise leave of absence except in exceptional circumstances as detailed in this policy document. The Headteacher and Governing Body will exercise their right to decline such leave if reasonable alternatives are available.

2 Rights and Responsibilities

2.1 Improving attendance at Maidwell Primary School is the responsibility of everyone in the school community – pupils, parents, governors and all staff.

2.2 Pupils

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, initially from their Class Teacher and if the need should arise, from the Headteacher.

2.3 Parents/Carers

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, parents are requested to notify the school on the first day of absence before 9.30am. A pupil's absence from the school will be considered as unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. Parents whose child's attendance is a cause for concern will be written to by the Headteacher at the end of each term. Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

2.3 School

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching and pastoral staff). All absenteeism will be investigated closely and promptly through liaison with parents. Staff will respond to all absenteeism firmly and consistently.

3 Authorised and unauthorised absence

All planned absences must be applied for through completion of the Application Form – Appendix I

3.1 Authorised Absence

- Illness – children with persistent illness will require a doctor's note confirming the illness
- *Emergency* medical appointments. See 3.3 for routine appointments.
- Days for specific religious observance
- School is closed due to unforeseen circumstances

3.2 Other authorised absence in exceptional circumstances (at the discretion of the Headteacher)

- Specialist medical appointments
- Family bereavement or close friend bereavement
- Compassionate grounds
- Examinations off site
- Attendance at an event at the request of a public organisation

3.3 Unauthorised Absences

- *Routine* dental, optical & medical check-ups
- Family holiday no matter what length
- Family trips
- Leaving early to travel to an event
- Lateness after the register has closed at (9:30am)

4 Registration

4.1 Registers will be called punctually each day at 9.00am and 1.15pm.

4.2 If a pupil arrives at the Main Door not more than 30 minutes after the registration period, the parent must report to the school office for signing into the lateness register. The pupil will then be registered as 'late' for that session.

4.3 If a pupil arrives 30 minutes or more after the closure of the register, they must advise the School Office and will be entered into the lateness register.

Attendance Policy

They will be registered as **unauthorised** absent for the session unless an appropriate explanation is received.

- 4.4 The register is taken at 9.00am and 1.15pm. After this point the register is open for late arrivals for 30 minutes. Any student missing more than half the session should clearly be registered as unauthorised absent unless an appropriate explanation is received.

4.5 Attendance Codes

The following codes are used in the registration process:

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	School closed to pupils & staff
Y	Enforced closure
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend / No mark recorded

5 Persistent Absence

- 5.1 Persistent absence is when a pupil's overall absence equates to 10 per cent or more of their possible sessions. The attendance of all pupils in the school is monitored regularly. Where a pupil's attendance falls below 90% a letter is sent to parents informing them of this fact and future attendance is closely monitored.
- 5.2 If attendance fails to improve following consultation with parents, advice would be sought from the Local Authority with regard to the next steps.

Appendix I



Maidwell Primary School ■ Draughton Road ■ Maidwell ■ Northants ■ NN6 9JF

Application for leave of absence

Name of Child

Reason for absence

Please tick here if you have attached a holiday letter

☐

I request permission for the above named child to be allowed leave of absence

From

To

Signature of parent/guardian

.....

Print name

.....

Date

.....

Confirmed by Headteacher/
Governing Body

.....

Date

.....