



## ATTENDANCE POLICY

### School Aims

To work closely with parents to ensure the best possible educational opportunities for all the children.

### School Responsibility

- We expect all pupils to attend school regularly and to arrive on time ready to participate in the challenges of a full school day.
- We will encourage good attendance and will investigate all absenteeism.
- We will work closely with families should attendance give cause for concern.

### Family Responsibility

- Parents are responsible for ensuring their child's regular and punctual attendance.
- Parents are responsible for ensuring that their child attends school regularly and punctually ready to participate in the challenges of the full school day.
- Parents are responsible for informing the school on the first day of any absence by telephoning before 9.30am if possible or by notifying us in person.

### Authorised/Unauthorised Absence

Absence from school will usually be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances eg bereavement, marriage of immediate family members

Absence from school will not usually be authorised if it is for the following reasons:

- Shopping
- Birthdays
- Long weekend breaks
- Annual holiday

Due to the impact on each child's education, and the associated disruption to the rest of the class, the school strongly discourages children being absent from school during term time for holidays or other non exceptional family circumstances. Any request for absence during term time will be **unauthorised** unless exceptional circumstances exist. In such instances, the request should be put in writing.

### Procedure for following up absences

- If school has not been notified of reason for absence by approximately 9.30am, the parents of the absent pupil will be contacted by telephone if possible.
- For absence of more than one week parents are asked to keep the school informed of the pupil's welfare and expected date of return to school.
- The standard good practice of sending a written explanation of absence is also encouraged.



### **Strategies for promoting Attendance/Punctuality**

- Clear statements covering these issues are in the School Prospectus.
- Reminders about the school's attendance policy will feature regularly in newsletters.
- Headteacher will write to parents of child who regularly arrives late at school. The emphasis will be on gaining a clear understanding of the importance of regular attendance and punctuality.
- Headteacher will liaise closely with EWO when there is continued concern about a child's attendance which has not been resolved using the above strategies.
- 95% attendance target – if attendance dips below this, letter of concern sent by headteacher

### **Liaison**

This policy has been agreed by the governing bodies of Haddenham Community Infant School, Haddenham Community Junior School, Haddenham St Mary's CE School and Cuddington Dinton CE School.

**Adopted: November 2014**