



St Mary's Church of England Primary School  
Established 1845

# Attendance Policy

## Rationale / Statement of Intent:

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For children to take full advantage of the educational opportunities offered it is vital for children to be at school, on time, every day the School is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good habits being embedded.

Good attendance is important because:

- Statistics show us a direct correlation between under-achievement and absence below 95%
- It allows continuity of learning which makes progress and cognitive retention easier.
- Socially, it allows school routines, work and friendships easier to cope with.
- Regular attenders are more successful in transition between primary and secondary school. It is therefore vital if pupils are to achieve their full educational potential.
- It forms good habits for later life.

## Parents

Parents obviously play a very important part in developing good attendance records and are asked to cooperate fully by:

- Ensuring that their child attends school regularly, unless there are very good reasons why they should not do so.
- Helping the child to be punctual at all times.
- Not allowing the child to have time off for minor complaints or illnesses; if the child is well enough to be up and about, they are generally well enough to attend school.
- Notifying the school as early as possible, if absence is unavoidable (illness, etc.).
- Seeking any required leave of absence well in advance of the date concerned by application, in writing, to the Principal.
- Trying to book any medical or dental appointments out of school hours, i.e. in the holidays or at the very end of the day.
- Avoiding taking holidays in term-time, unless there is no alternative.\*

## School

In return, the School will:

- Actively promote attendance and punctuality and discourage absence (Badge system).
- Keep an attendance register. Inform the Local Authority of persistent absences.
- Follow up immediately on any un-notified absence and monitor patterns of absence.
- Discuss with parents any prolonged absence or any irregular attendance.
- Make arrangements, in the case of illness, to recover the work lost.

\*Holiday leave (usually a maximum of one week, i.e. 5 school days) will only be granted in exceptional circumstances. Any application for such leave should be made to the Principal, with as much notice as possible. In every case, the parent(s) will be required to discuss the matter with the Principal (See the Family Holidays during Term Time Policy for further details).

Date Implemented: 1<sup>st</sup> January 2019

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: January 2019 1<sup>st</sup> January 2021

**This policy takes into consideration**

- Section 436A of the Education Act 1996.
- Pupil Registration Regulation 2016.
- Children Missing in Education (CME) statutory guidance September 2016.

**This Policy should be read in association with Policy 36 Family Holidays and also Policy 5a School Attendance Procedures.**