



CROCKERTON CHURCH OF ENGLAND VA PRIMARY SCHOOL

VISION STATEMENT

Within the love of God together we live, learn, care and celebrate.
For each other and for ourselves we aim for the best.

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Attendance Policy

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	January 2017
Reviewed	
Author	Headteacher, ratified by the Standards Committee
Next Review	January 2019

The school aims to promote, among parents and children, a high level of awareness of the need for regular and prompt attendance.

- A statement defining the school's expectations relating to attendance appears.
- Parents are advised of the school's expectations during the induction meetings for new children.
- Parents are reminded regularly in newsletters of the importance of good attendance and timekeeping.
- For procedures regarding term time holidays see website.
- Parents are requested to ring school by 9.15 am to notify us that their child will be absent. The school will then authorise absences that are due to sickness.
- School registers are closed each morning at 9:05am for all pupils. Children who have not arrived by the end of registration are marked absent. Latecomers should report to the school office on arrival. The child will then be given a 'late after register closed' mark. The school will contact home if the child has not arrived in school by 9.30am and no message has been received.
- If the school has been informed that the child will arrive late due to a medical / dental appointment then an attendance mark will be given on arrival.

Absence:

- A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.
- Attendance will be monitored termly and parents will be informed of their child's attendance should it fall below the school's target of attendance (between 90% and 100%)
- Parents will be informed of their child's low attendance level and invited to discuss their child's attendance when:
 - A child continues to be absent for more than 7 consecutive days without explanation.
 - A child's attendance drops below our agreed attendance target of 90%
- Where a pattern of unauthorised absence persists or attendance does not improve, despite the school's involvement, the Educational Welfare Officer will be contacted and asked to visit the home.

- Staff are asked to inform the school office of any unexplained absences and the school will then telephone home for a reason for absence.
- If members of staff are concerned about the level of attendance or punctuality of any of the children in their class, they should inform the head teacher.
- Attendance figures will be included with the child's annual progress report.

Procedures:

- Attendance is reviewed on a termly basis where pupils identified as persistent absentees in line with the set government criteria and the school's attendance target are marked for further monitoring and or action due to the link between attendance and attainment. We as a school have a duty to inform parents of their child's attendance and how this can impact upon their performance.
- Long term standing medical conditions need to be reviewed and monitored with evidence (either a letter from a consultant doctor or photocopy of medical prescriptions) where appropriate.
- Lateness – where lateness becomes an issue the matter will be discussed with the parents and this will be monitored and a record kept.
- Holidays – the law says that parents do not have the right to take their children out of school during term time. The schools do not authorise any holiday during term time unless there are '**exceptional**' circumstances. Any holiday taken during term time will be recorded as unauthorised absence and could result in parents being fined by the Local Authority. If intending to take a term time holiday parents need to complete a leave of absence form a minimum of six weeks in advanced of the intended absence. This needs to be returned to the school for the attention of the Governors. The parents will then be informed of the decision in writing.

In the eventuality of a child having long term absence or persistent absence the Education Welfare Officer or a member of the Persistent Absence team will be contacted for advice.