

## **Holy Trinity Pewley Down:**

### **A Federation of**

**Holy Trinity Church of England Junior School and Pewley Down Infant School, Guildford**

# **Attendance Policy**

## **Introduction**

The school staff and governors firmly believe that all pupils benefit from full school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance (100%) and that any problems that prevent full attendance are identified and acted on promptly.

## **Expectations**

### **We expect that all pupils will:**

- attend school every day, punctually and prepared appropriately for the day;
- discuss with their class teacher or the School Office, any problems that may deter them from attending school.

### **We expect that all parents or carers who have day to day responsibility for the children and young people will:**

- encourage daily school attendance and be aware of their legal responsibilities;
- ensure that the children in their care arrive at school punctually each day, in uniform and prepared for the school day;
- contact the school on the first day of a child's absence by phone or email. We like to know the nature of the illness and the day the child is expected to be able to resume his or her studies;
- contact the school promptly whenever any problem occurs that may keep the child away from school.

### **We expect that school staff will:**

- keep regular and accurate records of attendance for all pupils, in the morning and afternoon;
- monitor every pupil's attendance using SIMS;
- contact parents as soon as possible when a pupil is absent where no message has been received;
- follow up all unexplained absences to obtain an explanation for the absence;
- encourage good attendance and punctuality;
- make initial enquiries of parents or carers of pupils who are not attending regularly, express their concern and clarify the school's expectations with regard to regular school attendance;
- meet with the school's Inclusion Officer regularly to discuss any new concerns and report on the progress of existing cases;
- meet with the parents of children whose attendance causes concern

## **Encouraging attendance**

HTPD encourages regular attendance by

- providing a school day that excites, challenges and motivates each child, and allows them to develop as independent learners;

- responding promptly to a child’s or parent’s concerns about the school or other pupils;
- monitoring attendance on a regular basis;
- the Office is able to administer medicines to pupils who have long term medical needs as well as anti-biotics once a pupil is well enough to attend school (please refer to the Administration of Medicines Policy for more details)

### **Responding to non-attendance**

When a pupil does not attend school we will respond in the following manner:

- If no note or telephone call is received from the parent/carer the school will endeavour to contact them.
- The school will continue to try to contact the parent/carer and invite them into school to discuss their concerns.
- The school will notify parents/carers that if the absence persists a referral will be made to the Inclusion Officer;
- The school will monitor pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Inclusion Officer if the irregular attendance continues.
- Failure to comply with the expectations set by the Inclusion Officer may result in further action or an application for an Education Supervision Order.

### **Changing schools**

It is important that if a family decides to send their child to a different school that they inform HTPD as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if relevant

The pupil’s school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Inclusion Officer.

### **Illness**

If a child is unable to attend school because they are ill, parents or carers should contact the school on the first day of the absence by 9.15am either in person or by telephone and inform the school if the absence is likely to extend beyond a day. Other reasons for absence must be discussed with the school each time. An authorised absence may be granted in an emergency (e.g. bereavement). A Request for Exceptional Leave of Absence (Appendix 1) for these absences should be completed in advance wherever possible – see also below.

### **Dental and medical appointments**

Whilst the school will grant requests for absence for dental and medical treatments during school time, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the school should

be notified of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested in certain instances.

### **Pupils leaving the premises during the school day**

Wherever possible, parents should try to arrange medical and other appointments outside school time. If this is unavoidable, parents or carers must report to the school office to sign the pupil out and inform the school when they will return.

### **Lateness**

Lateness is actively discouraged and regular lateness is unacceptable. Lessons begin promptly at 8.35am each morning for years 3 and 4 and 8.40am for years 5 and 6 on the Junior site and at 8.45am on the Infant site; it is important that children are at school in good time for this. Some of the most valuable learning time takes place in this very first session of the day. Please note that, if pupils arrive after the school start time they will be recorded as late. The pupil's name will be recorded in line with school procedures in case of emergency procedures/fire drills, etc.

### **Requests for leave of absences during term time**

No parent/carer can demand leave of absence during term-time for their child as a right and authorisation cannot be given retrospectively. Permission for absence during term time is at the school's discretion and will only be granted in exceptional circumstances. If a family needs to request absence in term-time then a Request for Exceptional Leave of Absence (Appendix 1) should be obtained from the school office or downloaded from the website, completed and submitted to the Headteacher. The Headteacher may consult with the Chair of Governors and other local schools (in cases where leave has also been requested for siblings) and will then decide whether or not to authorise the absence requested. Each request will be considered separately and a decision made based on the reasons for each request.

The school holiday dates and end of Key Stage Assessment dates are published well in advance and are available from the school office and on the school website. Family holidays need to be booked within the school holiday dates. Family holidays are not deemed exceptional circumstances. In line with the Government's amendments to the 2006 regulations, holidays during term time will NOT be authorised

### **Review**

The Governing Body of HTPD first adopted this policy in 2010. It will be reviewed biennially as necessary.

**Date last reviewed:** October 2022

**Date for next review:** October 2024

### **Signed:**

**Mark Sharman**

**Governor of Holy Trinity Junior Pewley Down Infant School  
ECMS Committee Chair**



## Holy Trinity Pewley Down School

### Request for Exceptional Leave of Absence

Please read the following guidance carefully and do ask if you need further advice:

Parents have a legal responsibility to ensure their child's attendance at school – we consider that every day at school is an important opportunity for learning. Please be aware that The Education (Pupil Registration, England, Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013, state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form to the School Office if you would like your request for your child's leave of absence due to exceptional circumstances to be considered.

We may ask to meet with you to discuss your request.

To be completed by the parent/guardian	
Name of child:	
Class:	
Dates of absence:	
Total number of school days missed (not including weekends or school holidays):	
Has absence been granted already this academic year:  If yes, how many days?*	Yes/ No  *If this absence request is for 5 days or more or will take the authorised absence to more than 5 days during the school year then you will be required to attend a 1-1 meeting with the Head Teacher. Please contact the school office on 01483 570038 to arrange this appointment.
Reason for absence (special circumstances/ exceptional reasons):	
Parent's signature:	Date:

**Please note: Surrey County Council is tightening their attendance procedures on casual absenteeism. Whilst the school may be aware of your child's absence, absences may still be investigated by the Inclusion Officer.**

To be completed by the head teacher:	
Your child's absence on the above date/s has been authorised.  <i>Absence information will be recorded on your child's school record.</i>	
Your child's current attendance record is:	%
Signed:  Dr Clare Brunet Headteacher	Date:

<p><b><u>Record of 1:1 meeting</u></b></p> <p>Date:</p>  <p>Notes/ Actions:</p>
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