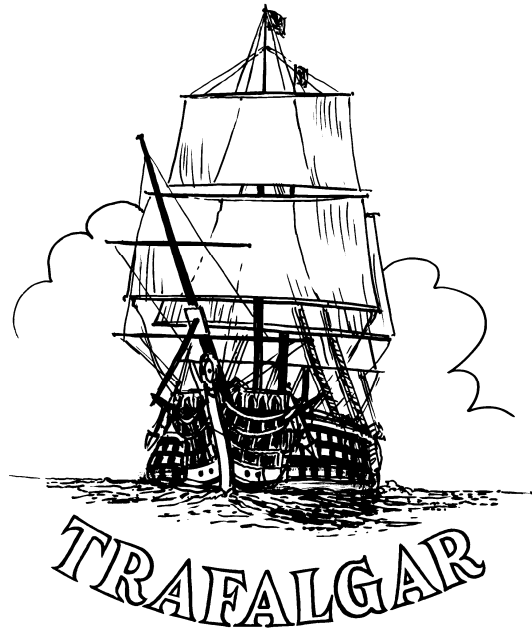


Trafalgar Community Infant School



Policy Document

ATTENDANCE POLICY

JANUARY 2012

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

Arrival and Registration

All children should be in the playground with a supervising adult ready to come into school at 8.55am each day although children are entitled to enter the playground from 8.40am to make a calm start to the day. The register is taken twice a day. A day counts as two attendances.

Morning registration ends at 9.05am. If a child arrives late after the registration period he/she is marked as **late**. The afternoon register is taken at 1.15pm.

It is essential that children arriving and leaving school with a supervising adult outside the normal hours are signed in or out at the School Office. The signing in/out books in the School Office are used in the case of fire as an appendix to class registers.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately by teachers and to assess the reasons and incidence of any absence.

Illness and Medical

Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

The School Office should be informed during the morning of the first day of a child's absence through illness and then each morning for the duration of the absence.

Leave of absence may only be granted by an authorised person i.e. the Headteacher or Deputy Headteacher. The school has discretionary powers to grant leave of absence for the purpose of annual holiday during term time.

Holidays in term time are not an entitlement and are strongly discouraged by the Government; Local Authority and School. However, the Government has set a minimum attendance target of 95% of lessons, if you take two weeks holiday in term time that takes your child to less than 95%. The Headteacher, at their discretion and having considered individual circumstances, may permit up to 10 days holiday after considering absence to date (but is not obliged to do so).

If you *must* take your holiday in term time please look at the possibility of incorporating at least part of a school holiday into your requested holiday period.

Criteria by which the Headteacher will make decisions concerning the authorisation of holiday absence

- Single days will only be authorised in exceptional circumstances e.g. a family wedding, funeral etc.
- General attendance of pupils will be considered. If a child has had a significant number of absences for any reason they will not be able to "afford" to miss any further schooling.
- The timing of the proposed holiday will be considered. One of the worst times for a child to be absent is at the beginning of a new school year or new term, particularly with a new teacher or new class.
- The significance of the holiday to the child in terms of a learning or social experience. Is this a holiday for special circumstances or travelling overseas to see family?

Process for requesting holiday absence

- By law applications must be made by a parent normally residing with the child.
- Seek permission for authorised holiday absence before making firm bookings/arrangements/payments for your holiday.
- Applications should be made in writing on the school form at least **one week** before the absence is due to begin and sent to the School Office.
- After consideration of the above criteria, the Headteacher will return the form to the parent giving or refusing authorisation for the absence with reference to absence to date.

Work will not be set for completion during a holiday, but children should be encouraged to read and keep a diary of their experiences.

Parents, who decide to take a holiday without permission, will incur unauthorised absences for their child. These remain on a child's record and are monitored for further action by the Education Welfare Officer and could result in court action.

Parents needing exceptional circumstances to be considered for absences longer than ten days within one academic year, should make an appointment to discuss this with the Headteacher well in advance.

Arrangements for absence in other circumstances

Family bereavement and exceptional circumstances:

Sudden, serious circumstances do occur, rarely, when it is impossible for a family to bring a child to school. It is essential that school is informed by the parent of the circumstances so that the appropriate code can be written in the register.

January 2012