



*St. Saviour's Church, Coalpit Heath.*

## **The Manor C of E Primary School**

# **Policy: Attendance**

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**Approved:** \_\_\_\_\_ Headteacher

\_\_\_\_\_  
Chair of Governors

# Attendance Policy

## 1. Rationale

In order to support our pupils to rise to the challenge of a lifetime of learning, they must attend school regularly and be in the right frame of mind for learning.

Personal discipline, including time keeping and regular attendance, has a direct impact on the attitude of children towards their work and the standards that they are able to attain. Parents are asked to work with the school to ensure that children grow up to value their educational opportunities.

## 2. Purposes

We now keep computerised records of the children's attendance and the Education Welfare Officer (EWO) visits our school on a regular basis in a monitoring role. When a child is absent, we enter a code to identify the reason and it is therefore important that our information is accurate and up to date, as we are required to provide reasons for absence to the EWO.

## 3. Guidelines

### 3.1 Sickness

If a child awakes unwell and parents decide that he/she should remain at home, they should telephone the school as soon as possible. A message may be left which will be passed onto the teacher. The information required is the child's full name, class, reason for absence and the identity of the person leaving the message. Any child who has been sick should remain at home for 48 hours after the last occurrence of vomiting or diarrhoea, in line with Health Authority guidelines.

Parents are expected to write a letter for the class teacher when the child returns to school.

If a child has to attend an appointment at the dentist, doctor's, hospital etc. the date of which is known in advance, the teacher or the office staff should be told as soon as possible.

### 3.2 Holiday

Parents may **request** permission for up to ten days absence from school for their children to accompany them on an annual holiday. **These ten days of absence are not a right.** Each request is considered individually and in certain circumstances permission may not be granted. Permission for holiday absence will not normally be granted for the following reasons;

- Absence for holiday in September will not normally be authorised and may not be granted during the month of May, due to important assessments that take place then;
- If attendance during the previous academic year was less than 90%;
- If there were more than five broken weeks\* during the previous academic year;
- If the child's attendance is causing concern in the current year;
- If the holiday is likely to reduce attendance to less than 90% in the current year;
- If the pupil is away for more than 10 school days on family holiday.

*\* A broken week is any week in which there is an absence for any reason.*

Requests for holiday absence must be made on the official request form (see attached, Appendix A). Please also refer to The Winterbourne Partnership Primary Schools' joint statement on attendance (Appendix B).

If a child is absent from school, the register must show whether the absence was authorised or unauthorised and only school can authorise an absence.

## Request for Absence in Term Time

Please refer to the school policy on attendance

### School Attendance Matters

*A child is a member of a school community. Return from absence can be a stressful time for a child, especially with regard to relationships, school routines and coping with missed learning.*

- There is no legal entitlement to absence in term time.
- Absence from school without the Head teacher's permission is recorded in the school register as an unauthorised absence.
- The 1996 Education Act places a duty on parents to ensure regular attendance
- Teachers plan programmes for learning to fit with school terms. Interrupting school terms may compromise the professionalism of teachers in delivering a full and balanced curriculum for your child.
- Actual absence is often longer than the period requested due to travel disruption.

However, there may be special circumstances when a Headteacher will authorise absence from school during selected periods. It is expected that no authorisation will be given when there is already a pattern of irregular attendance.

### Procedure

If, having taken account of the above, you wish to request absence in Term time, please complete the slip below and return to school, giving at least a week's notice.

#### Parent/Carer to complete:

Name of parent/carers .....

Child ..... Class .....

Period for which absence is requested .....

Please state the reason for this special request .....

#### School to complete:

Number of complete weeks at school last year ( \_\_\_ out of a possible \_\_\_ )  
this year ( \_\_\_ out of a possible \_\_\_ )

Percentage attendance figure \_\_\_ (last year) \_\_\_ (this year)

#### Headteacher to complete: (Headteacher's decision)

Signed \_\_\_\_\_ (Headteacher) Date \_\_\_\_\_

## **The Winterbourne Cluster of Schools**

(Brockridge, Elm Park, Frampton CE, Frenchay CE, Hambrook, Highcroft, the Manor CE, St Michael's CE)

### **To Parents and carers of pupils attending the above schools**

Dear Parents/Carers

As a group of schools serving this local area, we work together to provide the very best education for your children. We have recently been discussing the issue of attendance and seek to clarify our thinking via this communication.

Children are expected to attend school for 190 days a year and school staff for 195 days. The additional five days are identified as 'inset' days and the dates for these vary from school to school.

The Government has said that Parents may **request permission** for up to ten days absence from school for their children to accompany them on an annual holiday. **These ten days of absence are not a right.** Each request is considered individually and in certain circumstances permission may not be granted. Permission for holiday absence at our schools will not normally be granted for a pupil whose attendance during the previous academic year has been irregular or has totalled less than 90%, including absence for illness or holidays.

The pace of the work at school is rapid and any child who is absent for a sustained period is sure to be disadvantaged. For this reason, we request that parents make every effort to arrange holidays during school closures and thank you in advance for your co-operation.

Yours sincerely

Mrs Hilary Eade  
Headteacher