



**Doddiscombsleigh
Primary School**

Doddiscombsleigh Primary School Attendance, Absence and Registration Policy

*This policy reflects the school's commitment to be a
Rights Respecting School.*

**Approved at Full Governors meeting Spring 2019
Due for renewal Spring 2020**

Research shows that children who have low attendance at Primary School often go on to have poor attendance levels at Secondary School. A low level of attendance is shown to have a significant impact on children's learning and their life chances. In addition, poor attendance can also impact significantly on children's social development at school. With this in mind, Doddiscombsleigh Primary School will work in partnership with parents, carers and children with the aim of ensuring that all children attend school each day.

1. All children are expected to be in school each morning by 8.55 a.m. in order to attend registration at 9.00 a.m. Any child arriving between 9.10 and 9.30 a.m. will be recorded as late. Those arriving after 9.30 a.m. will be recorded as having an unauthorised absence, unless a reason is received from parents/guardians when an authorised absence may be given.

Children are registered for afternoon sessions at the end of lunch time. Any child arriving into school 10 minutes after this time will be recorded as having an unauthorised absence, unless a reason is received from parents/carers when an authorised absence may be given.

2. If children are sick and unable to attend school, parents are requested to inform the school by 9.30 a.m that their child will not be attending that day. This is particularly important if the child normally walks to school alone. All unexplained absences will be followed up by the school office with a telephone call to ensure that the child is safe. In case of prolonged absence, the school will work with parents, carers and professionals to try and minimise the impact the absence will have on a child's learning.
3. From the 1st September 2013, all schools are unable to authorise any requests for absence relating to holidays in term time. This has been brought about by an amendment to the Education (Pupil Registration) (England) Regulations 2006 which has removed reference to holidays. These changes reinforce the government's view that every minute of every school day is vital and that pupils should only be granted authorised absence by the school in exceptional circumstances e.g. illness, exclusions or due to other unavoidable causes. An absence request form must be completed by the parent/ carer and submitted to the Head of School for approval prior to the absence. Only in exceptional circumstances will permission be given.
4. An attendance programme is used to monitor pupil attendance and this is monitored regularly.
5. A warning letter will be issued when attendance is under 95%, and parents will be invited to a meeting with the teacher to discuss attendance and how the school can support the family if necessary. When attendance is below 90% (classed as persistence non-attendance) another letter will be sent. In this case, the parents/carers will be asked to meet with the Head of School and the school will also work in partnership with the Education Welfare Service to secure improvement.
6. Where attendance is of concern, the Head of School, in discussion with the Executive Headteacher, will issue a penalty notice through the Local Authority.