



The Queen's Church of England Primary School

Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.

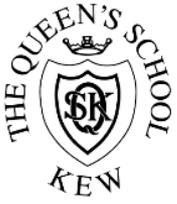
THE QUEEN'S SCHOOL Attendance Policy

Agreed by: Governors' Pastoral/Kairos Committee
Date: March 2018

Review Cycle: 4 years
Next Review Date: March 2022

All the Queen's School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, braille, audio format or paper, please contact the School Office.



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ATTENDANCE POLICY

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1. Context

The Queen's Primary School believes that positive behaviour and attendance are central to raising standards and pupil attainment. Every pupil is entitled to access full time education this is the responsibility of the school and parents.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class.

2. Types of Absence

A child's attendance is calculated with one session equalling either the morning or the afternoon session. Every half day has to be classified by the school, as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of absence is always required.

Authorised Absence

Authorised Absence are mornings or afternoons away from school under the following circumstances:

- Medical/dental appointments which unavoidably fall in school time
- Sickness
- Emergencies ie visiting unwell family members
- Exceptional circumstances
- Absence for non school sport participation or film/theatre participation (detailed information required to authorise and if the child is not reaching persistent absence levels)
- Secondary School visits/exams and interviews (half days only for up to 5 private school applications)
- Other unavoidable causes

Evidence of these absences needs to be provided in advance, where possible and a Request for a Leave of Absence form completed (Appendix A)

Religious Observance

The day/s of Religious observance will be authorised for the ceremony and travel time for one off observances not regular or reoccurring events. Where necessary, the school will seek advice from the parents' religious body

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which are not authorised. This includes any events that could be reasonably scheduled outside of term time:

- Parents/carers keeping children at home unnecessarily
- Absences that have not been properly explained
- Shopping, looking after other children or family birthdays

- Day trips and holidays which have not been agreed
- Truancy before or during the school day

Holidays in term time

There is no automatic entitlement in law to time off in school time to go on holiday.

All applications (Appendix A) for leave must be made in advance. The school will consider the circumstances of each application individually, including previous pattern of leave in term time.

The school will not authorise leave during term time under the following circumstances:

- Immediately before or during assessment periods (SATs) for year 6 and Year 2 pupils.
- When a pupil's attendance record already falls as persistent absence as defined by the DfE.
- If the child is 4 years old.

The school may refer to the EWO if appropriate.

3. Persistent Absence (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the year for whatever reason. Absence at this level is doing considerable damage to any child's education and we need the parent's fullest support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the PA mark or at risk of moving towards that mark is given priority and we will inform the parents/carers immediately.

PA pupils are tracked and monitored carefully we also combine this with academic tracking where absence affects attainment.

4. FGM

If a female pupil is from a Female Genital Mutilation (FGM) practising or affected community then the Headteacher will use direct questioning to ascertain whether 'cutting' of the girl will be undertaken during this holiday. The Headteacher will then take the information from this meeting and make a decision on whether to refer to the Single Point of Access (SPA) or the Police.

5. Children missing from education

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

6. School Procedures for Absence

If a child is absent the parents/carers must adhere to the following procedures:

- Contact the school on the first day of absence this can be by telephone, email (absence@queens.richmond.sch.uk) or going to the school office, before 9am.
- If your child continues to be sick please update the school every 2 days or at the start of a new week/term.

If a child is absent and you have not informed the school we will:

- Telephone on the first day of absence if we have not heard anything by 9am.
- If the attendance moves towards 90% a letter will be sent home from the school and a meeting requested between the school and parents if there is no improvement made
- If the attendance moves below 90% a referral will be made to the Education Welfare Service (EWS)

7. Planned Absence

If absence is known then leave must be applied for at least a week beforehand by completing a Request for Leave of Absence (Appendix A). This can be done by completing an absence form which can be found on the school website or requested at the school office. Any request that is due to a medical appointment, for example a copy of the appointment letter must be provided. This form and relating evidence should be submitted to the school for consideration via absence@queens.richmond.sch.uk or the school office. This request will be considered by the Headteacher or her Deputy and a response will be given as soon as possible.

8. Punctuality

Poor punctuality is unacceptable. If a child misses the start of the day they can miss the input of a lesson, instructions about work, group or 1:1 work as well as disrupting the lessons for the other children. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness

The school day starts at 8.50am, the school gates are open from 8.40am and we expect the children to enter the classroom as soon as the doors open. The registers are marked by 9am and the pupils arrive after that time they will need to go to school office and they will receive a late mark.

If a child has 10 or more late marks they will receive a letter from the school.

Summary

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted. Equally, parents have a duty to make sure that their children attend school.

