

# **Sand Hutton & Warthill Federated Church of England (VC) Primary School**

## **School Attendance Policy**

### **Background.**

We are aware of the serious educational and social consequences of unauthorised absence by pupils, and agree that we need to encourage regular attendance, so that the children can take full advantage of the educational opportunities available to them.

### **The School Will:-**

- Communicate on a regular and positive basis with parents to promote good attendance and punctuality.
- Make pupils and parents aware of the emphasis placed on good attendance by the school and for school to communicate in a positive manner to those pupils who have good records of attendance.
- Make school a beneficial and enjoyable place to be so that a positive attitude to school and learning is nurtured in pupils.
- Make children aware that their contribution in school is valued and that staff care about them as individuals.

### **Procedures.**

In order to conform with regulation 3 of the Pupils' Registrations 1956, registration will take place at 8.55a.m. every morning,

A statement in the school brochure explains that it is the parents' responsibility to inform the school of the reason for their child's absence as soon as possible on the first day of absence either by a letter, telephone call or personal contact. If a child is absent and no explanation has been received, a member of the non-teaching staff will contact the parent before 9.15 a.m.

A retrospective authorisation of absence will be made if we are satisfied that there is a valid reason and explanation.

Codes to be used can be found within the school management information system (MIS).

The children will be encouraged not to be late for registration. If it is found that a child is continually more than 5 minutes late the matter will be discussed with the parent concerned and not the child.

Under regulation 7 of the 1956 Regulations it is a requirement to report to the LA any continuous pupil absences of not less than two weeks and on those pupils who fail to attend regularly, except where such absences are covered by a medical certificate.