

Slimbridge Primary School

School Attendance Policy

Parents/carers have a legal and moral duty to ensure that children of compulsory school age attend school regularly and on a full-time basis. At Slimbridge Primary School we believe that good attendance is vital to maximise educational opportunities and to allow each pupil to reach his or her full potential. Statistics show a direct link between poor attendance, under-achievement and social exclusion, whereas good attendance promotes social and academic progress and makes the learning experience more satisfying for children.

Reporting Absences

Responsibility for informing the School of the reason for a child's absence lies with parents/carers. This notification should be given as soon as possible, the first day of absence being the norm. Reasons given can be by way of notes, personal contact or telephone calls and, in the case of illness, the nature of the illness should be specified. Parents/carers should send a written note when the child returns if the period of absence is longer than one day.

The school will contact parents/carers on the first day of absence if notification is not received by 9.30am. If no contact is made, the school will continue to ring/text throughout the morning and will consider contacting an appropriate agency (e.g. police, EWO, Social Care) if there has been no contact by lunchtime or sooner if appropriate to the circumstances.

Registration

Registration is taken at the beginning of each morning and afternoon session, with pupils being marked present or absent. The register must show whether an absence is authorised or unauthorised. The totals for each session (am and pm) must also be indicated.

If the irregular attendance of a registered pupil is causing concern, the school will call on the Education Welfare Officer to help them carry out their responsibilities.

Categorising Absence

Parental notes. Within the context of the law, absence can only be approved by the school, and not by parents/carers. Parentally-condoned unjustified absence will be classed as unauthorised. If the school does not accept an explanation, or no explanation is forthcoming, the absence must be treated as unauthorised. In the event of the latter, the school will issue a letter requesting an explanation for the absence. If an explanation is not supplied, then the Education Welfare Officer will be contacted.

Illness, Medical and Dental Appointments

If a child is prevented from attending school due to illness, and the school is satisfied with the explanation, then the absence is authorised. Time away from school for medical or dental appointments is classed as authorised when confirmation has been received from the parents/carers.

Lateness

Due to the disruption this causes, we actively discourage late arrivals. Arrival after registration at 9.05 am and 1.10pm, without explanation will be treated as unauthorised.

Family Bereavements

We are sympathetic to requests for absence to attend events related to the above. They are classed as authorised.

Family Holidays

At Slimbridge Primary School, we actively discourage parents/carers from taking family holidays during term time and therefore do not give leave for absence for holidays, except under exceptional circumstances (for example family bereavement or Forces families). Parents/carers wishing to request an authorised holiday are asked to apply in writing to the Head teacher, although any holiday taken during term time will generally be deemed unauthorised. We particularly request that parents/carers do not take any holiday during SATs week, when all of the school sits exams.