

REDBY PRIMARY SCHOOL.
ATTENDANCE AND REGISTRATION.

Registration

The school's registration periods are from 9.00 - 9.10 a.m. , 1.00-1.10 (KS2) 1.15 - 1.25 p.m. It is the class teacher's responsibility to ensure that the registers are completed properly at these times so that an accurate record of attendance is available during each session. Registers are completed using the OMR system. Teachers are required to complete these carefully so that they can be read by the OMR. Registers are completed with the relevant attendance/absence code as advised from the L.A.

Attendance/Absence

Parents have been asked to inform the school, in writing, where an absence is planned e.g. hospital appointments, holidays etc and such letters are kept in the back of the register after informing the Head Teacher. Copies of holiday forms are kept in a central file by the Office Manager.

Where a child is absent due to illness, parents are asked to inform school by telephone in the first instance via the school office and by letter on the child's return. Children returning after an absence are made to feel welcome and may need a period of resettling, depending on the length of the absence.

Safeguarding

Where a child is absent without contact from parents, the school operate a 'first call' system. That is, the school will contact the parents to find out why the child is not in school to ensure that nothing has happened to them on the way to school that the parent is not aware of.

Family Holidays

If family holidays are arranged during school time this should not exceed 10 school days in any one School year. Parents are asked to complete a 'Holiday Request Form', which then informs our records of the number of days the children will be absent. If the absence is to be a prolonged absence abroad of three weeks or more, guidance is sought from the L.A. Attendance team. Parents are advised that permission is at the discretion of the Head Teacher.

Concerns

Where a period or pattern of absence gives rise to concern, this is expressed to the Attendance Officer via the Head Teacher in the first instance. Any subsequent Absence forms are kept up to date by the Class Teacher. Good timekeeping is encouraged. Persistent lateness is a habit we discourage. Both pupils and their parents are reminded of the importance of punctuality.

Each term the Head Teacher reports to the Governing body on levels of attendance throughout the school, making them aware of any current concerns.

Absence/Lateness

The Head Teacher works closely with the School Attendance Development Officer where attendance and/or lateness are giving cause for concern.

The Head Teacher & A.D.O. meet each half term to analyse attendance.

The school follows Local Authority Guidelines which state that, where children have attendance of less than 85% (Borderline Persistent Absentee Category) or 80% (Persistent Absentee Category), a target is issued, by a standard letter, for the next half term. If this target is not met then the Attendance Stage Procedures are instigated.

Each case is discussed and, where extenuating circumstances occur, some leeway is granted to accommodate these circumstances.

Where targets are reached a congratulatory letter is sent out to encourage the continuation of good attendance.

Parental Support

The school is happy to support those parents who are encountering difficulty in getting their children to school. This includes requesting support from the Attendance Officer where necessary.

VS 11/09