

# Fairstead House

## ATTENDANCE POLICY incorporating the Early Years Foundation Stage

### INTRODUCTION

Registers provide the daily record of the attendance of all pupils. For these reasons registers are required to be marked in ink and not easily erased, and all alterations should be visible and explained

### COMPLETING THE REGISTER

For all day pupils of compulsory school age, the attendance **register must be completed at the start of each morning session and once during each afternoon session** and returned to the school office immediately once it has been completed. The teacher must call out each pupil's name and enter the correct Attendance Register Codes. These are found in the appendix to this policy as well as in the front of the actual Register.

It must show whether the pupil is:

- present;
- absent;
- late;

There are two types of absence.

**Authorised:** the school approves pupil absence in the following circumstances;

- leave of absence granted only by the Head
- attending an approved educational activity outside school, approved by the school and supervised by a person approved by the school or head, and including work experience or sporting activity
- unable to attend through exceptional circumstances such as the unavoidable closure of school site or part of it. .
- unable to attend by reason of sickness or unavoidable cause;
- observing a day exclusively set apart for religious observance by the religious body to which the parent belongs;

Unless prior agreement has been approved by the Head, if a child is absent, parents should contact the school before 9 am on the day of absence, stating a reason. Absences must be explained either by an acceptable written and dated note or by a personal telephone message, which will be recorded and passed to the class teacher.

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## *Unauthorised:*

- an absence is unauthorised if no satisfactory reason has been established for the absence by the time the register is taken ( the entry may be corrected later when the reason is established).

If contact explaining the child's absence fails to be made by parents or carers, then the school will immediately contact the home by telephone on the initial day, following this with a letter after 3 days of unexplained absence. The entry in the register may be corrected later when the reason is established, ideally within 2 weeks.

The following summary information needs to be completed by form teachers on a regular basis in the Register.

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- Weekly/termly headings.
- Daily and weekly attendance figures completed.
- Maintain running totals of authorised and unauthorised absence.

## **FAMILY HOLIDAYS DURING TERM TIME**

Parents are strongly urged to avoid booking a family holiday during term time. Parents do not have the right to take their child out of school for such a holiday, but the school may choose to grant leave of absence based on individual circumstances. All such cases should be discussed with the Head.

In considering whether or not to authorise leave for a family holiday, the School will consider each case individually, taking into account a child's overall attendance and the reason for the holiday. All requests should be submitted to the School Office.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return.

## **LATENESS**

School begins at 8.20 a.m. and all pupils are expected to be in school for registration between 8.20am and 8.40 am. Children who are late will be marked as late in the register and persistent late arrival will need to be discussed with the Head.

Responsible: SMT Date approved: Autumn 2016 Date of next review: Michaelmas 2018
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## Appendix 1

### Attendance Register Codes Descriptions and Meanings

Code	Description
/	<b>Present (AM)</b>
\	<b>Present (PM)</b>
<b>J</b>	<b>Authorised absence</b> <ul style="list-style-type: none"><li>• granted leave of absence by the Head</li><li>• unable to attend by reason of sickness or unavoidable cause</li><li>• observing a day exclusively set apart for religious observance by the religious body to which the parent belongs</li></ul>
<b>Q</b>	<b>Authorised absence</b> <ul style="list-style-type: none"><li>• attending an approved educational activity outside school approved by the school and supervised by a person approved by the school or Head, including work experience or sporting activity</li></ul>
<b>C</b>	<b>Authorised absence</b> <ul style="list-style-type: none"><li>• unable to attend through exceptional circumstance such as the unavoidable closure of school site or part of it</li></ul>
<b>O</b>	<b>Unauthorised absence</b> <ul style="list-style-type: none"><li>• if no reason is established when the register is taken; (the entry may be corrected later when the reason is established.)</li><li>• the school office must be notified immediately to check the reason for absence.</li></ul>
<b>L</b>	<b>Lateness</b> <ul style="list-style-type: none"><li>• pupil arrives at school after the registration period has been completed without any pre-notification</li></ul>