



## **Settrington All Saints' Church of England Primary School**

### **Attendance Policy**

Christian values shine through **everything** we do. **Everyone** in our school should be happy, fulfilled and valued as an individual. **Everyone** in our community should thrive in a safe environment, challenged and stimulated to achieve their very best. This is a nurturing school where **everyone** matters.

#### **Introduction**

Good attendance and punctuality at school is important and ensure continuous learning. Our school encourages good attendance through making the school day and the pupils' learning enjoyable. We encourage a positive attitude to school, nurturing learning in all pupils. Children need to feel that their contribution in school is valued and all staff care about them as individuals. This policy works alongside our attendance monitoring procedure.

#### **Attendance at School**

Unless there is illness or some other accepted reason for absence, parents are legally obliged to send their children to school for each session during the prescribed school day all academic year, from the start of term after their fifth birthday. Children are welcome to arrive between 8.35am and 8.45am each morning (breakfast club is available from 8am should it be required, booked through the school office). Children should be collected at 3.15pm, or from after school club that runs till 4.15pm if appropriate and booked with the school office. Pupils arriving and leaving at any other time should be signed in or out by their parent or carer in said school office.

#### **Reporting of Absences**

Parents are responsible for contacting the school as soon as possible and definitely before 9am every day of the child's absence. This is preferably by phone or in person, or you can email [admin@settrington.n-yorks.sch.uk](mailto:admin@settrington.n-yorks.sch.uk). If an absence is known in advance, e.g. a medical appointment, a copy of evidence, e.g. a hospital appointment letter, prior to the absence is helpful. Please inform school of the reason for this absence so that it may be categorised using NYCC absence codes. It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

#### **Long term Absences**

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually,

agreeing with their family procedures for re-integrating these pupils as the need arises. Please contact the Head Teacher if your child would benefit from this.

### **Recording and use of Absence Data**

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and Local Authority guidelines.

Staff will aim to unlock the gate and be on duty from 8.35am when pupils may arrive at school. Until this time, all children should be supervised by a responsible adult. If children are attending breakfast club, they should be brought to the school office by their responsible adult.

School's official starting time is 8.45am when staff on duty outside will return into school to start lessons and the school side gate will be locked. Pupils arriving after this time should report to the school office. Any child arriving between the start of school and 9am, when registration closes, will be given a late mark. Those arriving after this time will be marked as absent for the session unless a reason is given. School may then, following NYCC guidance, authorise this lateness. It is important that pupils are punctual and arrive prepared for the day's learning. It is important that pupils arriving after 8.45am are escorted to the school office to ensure they arrive safely into our care and have dinners ordered etc.

When a child fails to attend school for one or more sessions, this will be recorded as an absence with the reason given stated and if this is authorised or unauthorised absence, using our local authority guidelines. When absences are unaccounted for, school will telephone parents or carers to ensure all absences are explained. If required, this will be followed up with a letter. All unexplained absences are classed as unauthorised absences.

Data is collected and collated. Attendance figures for individual pupils are regularly shared with their parents and included in their school report. Pupils' attendance and punctuality data is closely monitored and where this data causes concern, a referral to appropriate agency is made. Attendance information is passed on when pupils transfer to other schools.

### **Holiday/leave of Absence**

We publish and circulate, as soon as possible, term dates including school holidays and non-contract days, so that parents have this information for forward planning and booking holidays.

Periods of exceptional absence for special events, including religious holidays, should be applied for in advance. Leave of absence forms are available from the school office and online. Absence may be authorised, in exceptional circumstances, by the Head Teacher, provided NYCC criteria are met and the leave of absence form has been completed in advance. Please see NYCC school leave forms for the current criteria and timescales. It must be emphasised that leave taken in term time is disruptive to a child's education. Any leave from school taken at the time of national tests will be unauthorised.

### **Illness during the school day**

From time to time, pupils show symptoms of illness at school. In this situation school will contact parents or other family members if a child needs to go home. School ask parents to ensure we have up to date contact names and telephone numbers for this purpose. Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread. Guidelines for the return of recovering pupils are detailed on the NHS website, the link to which is <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

### **In the event of a school closure**

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes places at the start of the day school will email and text parents as soon as possible. School will also contact local radio stations to advertise this closure. If the weather or other conditions mean that a decision is taken to close school during the school day, school will again send an email and text and will endeavour to telephone parents and guardians to ask to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

Reviewed by FGB: Jan 2023

Date of next planned review: Jan 2024 or sooner if required.