
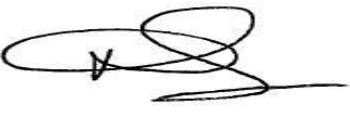


St Augustine's School

ATTENDANCE POLICY

Document Status			
Date of Next Review	2019 or as required	Responsibility	School Improvement Group (SIG)
Success Criteria for review completion	November 2016	Responsibility	Head Teacher/Chair of Governors
Date of Policy Creation 2013	Adopted LA model	Responsibility	Head Teacher/Chair of Governors
Date of Policy Adoption by Governing Body 19 th September 2013	 Signed Head Teacher Mr Mark Taylor		
Method of Communication School Website : http://www.st-augustines.n-yorks.sch.uk School Office Postal or email copies on request	 Signed Chair of Governors Dr. Dianne Swiers		

INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. At St Augustine's we encourage good attendance by making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

Children need to feel that their contribution in school is valued and all staff care about them as individuals.

GUIDANCE

Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive between 8.30 and 8.55 each morning.

Reporting of Absences

Illness;

Parents are asked to inform the school office **by 9.00am** each day a child is unwell and will not be attending school. Please contact the office for guidance on specific illnesses and required length of absence.

If an absence is known of in advance, e.g. a medical appointment, a letter to the school prior to the absence is required.

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 procedures for re-integrating these pupils with each family as the need arises. Please contact the Head teacher if your child would benefit from such an arrangement.

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 L.A. guidelines.

School's official starting time is **8.55am**. Any child arriving between the start of school and **9.45am**, when registration closes, will therefore be registered with a late mark. Pupils who arrive after the registers close will be marked 'Late (after registers close)', which will be recorded as an absence. Pupils arriving after this time should report to the school office. School will follow NYCC guidance for authorising extreme lateness. It is important that pupils are punctual and arrive prepared for the day's learning.

When a child fails to attend school for one or more sessions this will be recorded as an absence. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will text/telephone and/or send a letter home to try to ensure all absences are explained.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and, where pupils' attendance causes concern our Education Social Worker will be involve shared with Educational Social Workers. Attendance information is shared on when pupils transfer to other schools.

Holidays

From September 2013 the DfE published new guidelines regarding requests by parents for term time holiday leave for pupils. St Augustine's School is unable to authorise any holidays in term time and can only consider requests for absence with respect to exceptional circumstances.

Those circumstances are listed below:

- Service personnel returning from active deployment.
- Where flexibility of parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by paperwork for the company.
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- Where a family needs time together to support each other after a crisis.

Families requesting term time leave of any kind need to complete a form that is available from the school office. Upon its return you will be notified of any decision made by the

Head Teacher. This decision is final.

Any family who choose to take their child out of school during term time could be liable to a fine.

Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks 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 in the school medical policy.

In the event of School Closure

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day, parents will receive a school text and it will be broadcast on *Yorkshire Coast Radio*. If the weather or other conditions mean that a decision is taken to close school during the school day parents and guardians will be text and asked to collect their children as soon as possible or that school buses will leave early. The school staff will remain on the premises until all children have been collected.