

Ewloe Green Primary School

Attendance Policy

Rationale

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home and at the start of the afternoon session and serve as an introduction to the day.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (where the school will not approve absence)

At Ewloe Green School,

- if a child is absent, **parents should call the school on each day** of the absence stating a reason.
- A note of the call will be taken by the school office and teachers will be notified.
- Alternatively, after the absence has been notified, the parents may wish to follow this up with a note or e mail which should be sent on the day the child returns to school explaining the absence.
- The school will then decide whether to authorise the absence.
- If authorisation were to be refused, for instance if a child was kept off school for a birthday, then the parents would be informed.
- A **note** is essential for authorisation of absence.
- If Parents or Carers fail to contact the school explaining the child's absence, then the school would **contact the home by telephone** to ascertain the reason for absence.
- The **Education Welfare Officer** regularly to monitors attendance.
- Children with **100% attendance** will be rewarded by the school with a certificate/voucher at an assembly at the end of the summer term.

Completing the Register

Ewloe Green uses the Electronic Registration system. - SIMS

All absences are manually recorded on a laminated register and this is sent to the office. This is in case of a school evacuation and the School Secretary will collect these on the way out to the meeting point on the school grounds. All absence notes should be kept in the wallet and dated so that they may be viewed by the Welfare Officer.

The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement. For these reasons, registers are required to be marked with care.

Marking Codes and log ins

CODE	DESCRIPTION
/	Present (AM)
\	Present (PM)
E	Excluded
H	Annual family holiday (agreed)
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
L	Late (9.00 – 9.30)
@	Late (after 9.30)
M	Medical / Dental
N	No reason yet provided for absence
R	Religious observance
V	Educational Visit/Residential
P	Approved sporting activity
Y	Forced and partial closure
O	Unauthorised absence (not covered by other code)
!	No attendance/ No mark recorded
-	All should attend/ No mark recorded
X	INSET (Pre-set)
#	School holiday (Pre-set)

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 of up to 10 days in any school year in exceptional circumstances.

Also, in exceptional circumstances, it may be necessary for longer planned absence. All such cases should be discussed with the Headteacher, as a child who is absent longer than 10 days after an agreed return date, can legally be removed from the school roll.

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.

Leave of absence forms can be obtained from the School Office or web site, and all requests should be submitted to the School Office at least two weeks before the first day of intended absence.

We believe that a pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the learning experiences provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which should be avoided.

Lateness

School begins at 8.40 a.m. and all pupils are expected to be in school for registration at this time. The school doors are open at 8.30am. Any child arriving later than 8.40 a.m. should enter school via the main entrance reporting to the School Office.

If accompanied, a parent or carer should give a reason for the lateness. This should be logged and will be added to the register. The child will then be sent or escorted to their classroom.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern, further action may be taken.

Pupils arriving after 9am will receive a 'late' mark in the register unless an authorised absence. A 'late' mark after 9.30am constitutes to an unauthorised absence on our electronic system.

Parents are encouraged to:

- Let the school know as soon as possible why their child is absent.
- Send a note when their child returns to school.
- Try to make appointments outside school time.
- Not allow their child to have time off school unless it is really necessary

If poor attendance continues:

- The school may refer to the matter to the Education Welfare Service.
- Parents may contact the Education Welfare Officer, who will work with them and the school to resolve the situation. (Number available from the School Office)

Monitoring of Attendance

Attendance is monitored formally at least once every half term at a meeting with the Headteacher and Headteachers Secretary. Concerns may be brought to the attention of teachers and the Education Welfare Officer.

In addition, teachers should continually monitor attendance and lateness, raising any concerns with the parents directly and if unresolved the Headteacher or Deputy Headteacher.

Equality Diversity

We recognise diversity and the protected characteristics of our school community and adhere to the practices within the Strategic Equality Strategy Plan

Policy Agreed 2023

Policy Review October 2026

Signed Headteacher

Signed Chair of Governors

