



## **Springfield Infant School and Nursery Attendance Policy**

*Springfield is a Rights Respecting School.*

**Article 3- The best interests of the child must be a top priority in all actions concerning children.**

**Article 12 – Every child has the right to say what they think in all matters.**

**Article 29 – Every child has the right to develop their personality, talents and abilities.**

*This policy was originally agreed across the East Worthing family of schools which recognises that regular attendance is important for success at school. Patterns of good attendance are encouraged from an early age.*

### **Principles**

Springfield Infant School and Nursery believe that:

- All children have an entitlement to regular school attendance
- Good attendance means that your child will be able to get the most out of school and make the most of the opportunities offered to them.
- Being punctual is a skill that your child will need for life. It shows respect for others and that school is important.
- Being at school will ensure that there are no gaps in their learning. This will mean that the important foundations for future learning will be strong.
- Good attendance is the responsibility of the parents
- Regular attendance is an essential element of pastoral care
- An agreed understanding of the categories of absence is essential for parents, governors and teachers
- Attendance procedures should be based on legal requirements
- Consistency of practice should be pursued across the school
- Parentally condoned absence is not acceptable and is detrimental to the children's education.
- Children spend a small percentage of time at school. There are 175 days in the year for holidays and other activities. Please make every effort to book holidays and visit friends and family in this time only. It is important for your child to be at school the other days so that they can achieve and attain well.

### **It is the role of the Parent/Carer to:**

- Set good patterns of regular attendance and punctuality for their child from the time he/she starts school
- Keep school informed if their child has to be absent for a genuine reason such as illness. Contact the school on the first day of absence so that staff know their child is safe
- When exceptional circumstances exist, to apply for leave of absence in advance where possible
- Avoid taking holidays in term time wherever possible

- Contact the school, in confidence, whenever problems occur which may keep children away from school.

**It is the role of the Class teacher to:**

- Maintain accurate electronic registers and records for the children in their care
- Follow up all absences by liaising with office and Head teacher.

**It is the role of the Headteacher to:**

- Authorise absences on behalf of the governors
- Carry out attendance checks
- Ensure the maintenance of accurate attendance records so that absences can be accurately reported
- Keep governors informed
- Keep parents/carers informed of attendance
- Consider / Initiate appropriate action in cases of concern and issue letters to parents as required
- Refer cases to the Education Welfare Service for consideration of legal action when appropriate.

**It is the role of the governors to:**

- Carry out attendance checks
- Ensure electronic registers are properly kept
- Report unauthorised absences in the Annual Report to Parents and the School Prospectus
- Support the headteacher in improving attendance and punctuality

**It is the role of the Educational Welfare Service to:**

- Support the school in the monitoring of attendance by giving advice as required
- When necessary, to act as the legal representative of the Local Education Authority in the enforcement of their statutory duty to ensure regular attendance

**Absences**

The Government and West Sussex Policy now state that Head Teachers may **not** grant any leave of absence during term time, unless there are **exceptional circumstances**. These amendments come into force on 1<sup>st</sup> September 2013. We are still part of the fixed penalty scheme in West Sussex. Further information can be found in school or on the West Sussex County Council website.

Parents are reminded that all absences mean that a child misses learning time and they are, therefore, requested to keep absence to a minimum.  
Absences are mainly covered by the following categories:

<b>Authorised Absences</b>
Illness or medical/dental treatment – parents need to inform the school
Educational visits as arranged by the School
Exclusion from school
Days of religious observance.
An organised sports competition or approved public performance or the taking of exams.
Special exceptional circumstances – at the discretion of the Head Teacher
<b>Unauthorised Absences</b>
Holidays

## **Registers**

Electronic registers will be completed in accordance with the requirements of the DFE document “School Attendance” – Policies and Practice of Attendance”, which is available in all schools.

### **Registers close daily at 8.55am for KS 1 and 9.00am for EYFS**

- A child entering school after 8.55am in KS1 or after 9.00am for EYFS will be marked as late.
- A child entering school after 9.30am will be marked as ‘unauthorised’ absence.
- If a child has more than 10 unauthorised absences within a ten week period (2 sessions a day) they will be referred to the West Sussex fixed penalty scheme.

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