



Statement of Intent

Repton Manor Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of termly and annual awards to promote good attendance and punctuality.

The Governors, Headteacher and Staff in partnership with parents have a duty to promote full attendance at Repton Manor Primary School.

Parental Responsibility

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Full attendance is essential to the all round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

The gates are open to pupils at 8.40am as they are expected to be sitting in their classrooms ready for registration at 8.50am, whereby the gates will be closed. All pupils that arrive late (after 8.50am) must report, with their parent to the school office where the reason for lateness is recorded.

The Role of the School Staff

Repton Manor Primary School has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Teachers mark pupils present, absent or late. The class teacher notifies the attendance officers of children whose attendance is causing concern.

It is the responsibility of the attendance officers to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence
- Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised

- The appropriate attendance code is entered into the register (National Attendance Codes)
- Parents informed termly of child's attendance figure.

Timeline of School Action for Low Attendance

- 97 – 100% attendance – Attendance continued to be monitored on a daily basis.
- 96 – 85% attendance – Attendance is monitored and EWO informed if a pattern is emerging through the weekly attendance reports – possibility of pre-referral meetings.
- Below 85% - EWO informed through a notification and Pastoral Support Manager and Headteacher will raise concerns with the family with the possibility of a penalty notice.

Children Missing Education

No child may be removed from the school roll without consultation between the Headteacher and the Attendance Service. Where a child is missing from education, Local Authority guidance should be followed.

Lateness

At Repton Manor Primary School the register is taken at 8.50am and 1.15pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.00am. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness (Code L or U) will be discussed with parents by the Pastoral Support Manager / Head Teacher and/or EWO; these will be recorded as a pre-referral meeting.

Authorising Absence

Only the Headteacher can authorise absence for extenuating circumstances. Where there is doubt, the Headteacher, on behalf of the governing body, should take a consistent approach. The absence must be unavoidable. The Headteacher is not obliged to accept a parent's explanation and if the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and school.

Leave of Absence/Holiday

Time off school for family holidays cannot be authorised. If there is a need to be absent during school time, a letter or meeting with the Head Teacher regarding this request will be necessary. It is during this time any extenuating circumstances can be discussed – each case would be considered on an individual basis. Any holiday or unauthorised absences exceeding five days will be referred to the EWO – this may result in a penalty notice

Date established by governing body

Date for full implementation

Date for review October 2015

Signed Chair of Governors: Wayne Wills