



Barton, Ravensworth, East Cowton and  
Kirkby Fleetham Church of England  
Primary Schools



**Attendance Policy**

Date of policy creation	January 2020
Date of review	January 2021
Policy created by	Helen Dudman
Responsibility	Governing Body

**Aims and Targets**

The Governing Bodies of Barton, Ravensworth, East Cowton and Kirkby Fleetham CE Schools feel that excellent pupil attendance and punctuality are essential for children to achieve the highest standards of which they are capable. In order for children to achieve their potential, pupils must be highly motivated to learn and keen and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a minimum of 96% attendance throughout the school.

**The Government expects us to:**

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- Ensure every pupil has access to full-time education, to which they are entitled;
- act early to address patterns of absence.

**Procedures**

Parents will:

- o Ensure that their children attend school regularly
- o Notify school on the first day of absence before 8.45 am by phone / email
- o Ensure that a child who has been sick or who has diarrhoea is kept away from school until they have been clear of the problem for 48 hours.
- o Complete a request form for absence in term time for exceptional circumstances
- o Ensure when their child returns to school they bring in written confirmation of why they were absent
- o Hand in medical evidence for 4 or more days absence due to illness
- o Meet with the Head Teacher and Deputy Head Teacher to discuss their child's attendance when necessary

Class Teachers will:

- o Complete the register at the start of each session (morning and afternoon)
- o Monitor daily patterns of attendance and report any concerns that arise to the SLT
- o ensure that children feel their contribution in school is valued and all staff care about them as individuals

- o Provide work for children to do at home if an absence is due to a long illness, disability or other circumstances
- o Make parents aware of concerns over attendance

Office Staff will:

- o Input attendance data on MIS systems
- o Publicise attendance in the newsletter and print off official reports for each calendar month for monitoring purposes
- o Monitor alongside the SLT, patterns of attendance and lateness
- o Make first day absence calls and record reasons for absence
- o Carry out Fast Track procedures with parents of children whose attendance is of a concern.

The Headteacher will:

- o Monitor official registers and take actions where concerns have been identified
- o Inform Governors of attendance records
- o Inform parents of individual pupils' attendance record, each term at Parents' Evening and in the end of year schools report
- o ensure that children feel their contribution in school is valued and all staff care about them as individuals
- o Inform/Meet with parents whose children's attendance causes concern
- o Make referrals to the Early Help Team where there are concerns
- o Make referrals to the School Nurse team.

The Governing Body will:

- o Monitor whole school attendance termly and take appropriate action should it affect standards.
- o Nominate a named Governor for Attendance.

## **Illness**

Explanations for absence should be made by the parent by telephone or e-mail to the admin email address as early as possible on the first day of absence, and before 8:45am at the latest. A member of staff should record these in a telephone book.

If a child is absent without explanation after the register has closed a member of staff will attempt to contact the parents and will make a record in the telephone book.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases contact from the parent explaining that their child was ill can be accepted without question or concern (we expect medical evidence to be provided for absences of more than 4 days). In exceptional circumstances further evidence of a child's illness may be requested.

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, and class teachers will set work if appropriate. Procedures for re-integrating these pupils will be agreed with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

## **Procedure for Arrival at Start of School Day**

- Pupils are expected to line up with their class in the Playground at 8.55am
- They will then follow their teacher into class
- Gates to the playground will be locked at 8.55am
- Any child arriving after that time should use the main entrance where they will be asked to sign in the late book.

## **Late Procedures**

A child who arrives late but before the end of registration should be marked L. That pupil should be encouraged to arrive earlier. A pupil who arrives after the register has closed (9:15am) without a reasonable excuse should be marked U or unauthorised absence. If this occurs on a regular basis contact should be made with the parents indicating that this is no different from nonattendance.

Where home circumstances develop leading to recurring lateness, or absence, the Head Teacher will contact the parents to arrange a resolution as soon as possible. NYCC procedures will be followed and a referral to the Early Help Team will be considered. The child will be dealt with sensitively and undue attention to the problem avoided.

Examples of acceptable lateness would be a Medical appointment, adverse weather conditions or failure of school transport.

Children who have to leave for any reason throughout the day should be signed out at the main office by their parent/carer or appropriate adult. This is strongly discouraged. Parents are requested to make dental or medical appointments outside of school hours.

## **Requests for leave in term time**

Only in exceptional circumstances will leave be granted from school. The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment.
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of a parent's or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.
- A close family wedding or funeral including one day to travel.

Please note: Head Teachers would not be expected to class any term time holiday as exceptional. Requests for leave should be made on the relevant form (available in school) by the parent with whom the pupil normally resides.

## **School attendance, Safeguarding and Children Missing Education**

A child going missing from education is a potential indicator of abuse or neglect. School staff will follow the school's procedures for dealing with children that go missing from education, particularly on repeat occasions.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the

absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

This attendance policy is part of broader suite of Safeguarding policies including the schools Child Protection Policy.

The schools follow NYCC policies and procedures for managing the attendance of pupils.

**Contact Details:**

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