

DELCE INFANT SCHOOL

ATTENDANCE POLICY

MONITORING

Aim

The aim of our attendance monitoring procedure is to promote punctuality and consistent attendance in order for the pupils to develop good habits throughout their lives. Achievement of this aim will help to ensure that children have equal access to the curriculum.

Procedure

Teaching staff:

- If a child is not in school at 8.55 a.m. he/she should be marked absent. If the child arrives by 9.30 a.m. he/she should be marked late; after 9.30 a.m., when the register is considered closed, he/she should be left absent.
- Children who arrive after 9.30 am will be recorded in an attendance diary in the school office.
- Any concerns about the attendance or welfare of the children should be discussed with the Headteacher or Deputy Headteacher.

Office Manager:

- Pupils who leave school during the course of the day will be issued with a Pupil Pass from the school office.
- If a child is absent for several days without a reason, the parents will be contacted by telephone.
- If no reason is supplied for any absence, a letter will be sent to the parents.
- The class with the highest attendance holds Reggie Bear for one week.
- If a child is consistently late, a letter requesting improvement in punctuality should be sent to the parents/carers.
- A late book is maintained to record lateness in arrival and collection.
- If a child is persistently late/absent over several weeks, an appointment will be made for the parent/carer to discuss this matter with the Headteacher and the Education Welfare Officer at an attendance clinic.
- If the lateness/absence does not improve, a referral will be made to the Education Welfare Officer.
- A percentage record is produced every term and used for monitoring attendance. These are shown to the Education Welfare Officer during her monthly visits.
- Every other term an in-depth meeting is held with the Education Welfare Officer.
- Official registers are printed when all absences have been processed.
- Children who have 100% Attendance within a double term period are issued with an Attendance Certificate.

HOLIDAYS

Permission for holidays in term time can only be granted where:

- The parent can demonstrate that the reason for the holiday request satisfies exceptional circumstances and, in the judgement of the school, the benefit of the absence outweighs the benefit of attendance at school.
- Attendance of the pupil is more than 90% although the headteacher will use discretion if the attendance just under 90% (i.e. good attendance other than a period of sickness).
- The absence for the holiday does not occur during a time of academic importance such as SATs or any other school event deemed important to the learning of the pupil.
- A formal application must be made, in writing, at least 10 days prior to the date of absence.
- Only one period of leave should be granted for an annual holiday in an academic year. However, requests for more than one period of holiday will be granted at the Head's discretion.
- Retrospective permission should not be granted, if sought. However, if holidays are booked during the summer break to be taken at the beginning of September, the school should be notified, by post, otherwise the days absent will be recorded as unauthorised. Parents are advised of this in the School Prospectus.

If parents proceed with an unauthorised holiday, they will be warned, in writing that they may be issued with a penalty notice.

Fixed penalty notices will be issued by the Education Welfare Office for any unauthorised absences over 10 sessions.

A.G.MORRIS
November 2005
March 2008
May 2010