

Attendance

Our school attendance rate in 2015/16 was 96.8% (National 95.2%)
Unauthorised absence* rate in 2015/16 was 0.2%

*All unauthorised absences were children on holiday during term time without permission and children who were late after the register had closed for reasons that were not agreed/did not meet exceptional circumstances.

We are required by law to keep an accurate record of every child's attendance and absences. All absences are recorded in our school registers. Each day is made up of two sessions (morning and afternoon). If a child is absent we must put an absence code in for each session that they are away.

Our registers and attendance records are checked termly by the Local Authority Educational Welfare Officer (EWO). The EWO monitors children and families whose attendance raises questions.

Regular attendance is vital to every child's education as well as their social and emotional wellbeing. Frequent absences can be upsetting for children who may find it difficult to catch up with school work and friendships. As a school we are proactive and follow up all absences. We also contact and work with families if attendance is a concern.

Illness

We ask that parents/carers contact the school office by 9am on the first day of absence and keep in regular contact with us if their child's absence is more than one day. We follow NHS guidance and request that children who have been sick or have had a tummy upset do not come to school for 48 hours after their symptoms have disappeared in order to reduce the risk of passing the illness to others.

<http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

We administer medicines in school for children who have an agreed health plan (for example, a child who has severe allergic reactions, children who are on long term medication, etc). For all other medication parents must seek the permission of the Headteacher (forms available from the school office).

Dental/Medical Appointments

Sometimes dental and medical appointments have to be taken during the school day; however, we ask that parents/carers try to book them for after the school day or during school holidays whenever possible.

Leave of Absence

Attendance at school is statutory. All 'leaves of absence' must be applied for in advance. A child may need to take a 'leave of absence' for a number of reasons e.g. to attend a funeral, for observance of a religious festival, to attend a 'taster' day at a secondary school, etc. Whatever the circumstances of the 'leave' parents must complete a 'Request for Leave of Absence' form available from the school office (electronic copies of the form can be emailed to parents on request).

Family Holidays during term time

Leave for absence for family holidays during term time can only be granted in **exceptional circumstances**. All leaves of absence must be applied for **in advance** by filling in a 'Leave of Absence Request' form available from the school office. If leave of absence is taken without permission, 'unauthorised' absence is recorded on the child's attendance record. The majority of our families support the school by not taking their children on holiday during term time. Please do not hesitate to contact the headteacher if you need to discuss a request for leave of absence.

Lateness

We are also required by law to record whether a child is late. Our school opens at 8.40am each morning. The children start learning straight away in 'Early Bird' work between 8.40am and 9.00am. Our teaching assistants also use this time to help children who may need a little one-to-one or small group work to help them with their learning (this could be any child, depending on their learning from the day before).

The register is taken every morning at 8.50am and is closed promptly at 9.00am. The gates are locked at this time and children arriving after 9.00am will need to sign in at the school office. They will be recorded as arriving late in the register. The afternoon register is taken at 1.45pm.

Late marks are also reported as part of a child's attendance record. If a child arrives late, after the register has closed, and the reason for lateness has not been agreed and/or does not fulfil 'exceptional circumstances' the DfE code this as unauthorised absence.

Parents will need to sign their child in at the office if they arrive later than 9am. We contact and liaise with families if their children are often late.

Attendance Counts

With every lesson counting towards children's learning and progress, absence can soon build up:

Attendance during one school year	Number of sessions (half days)	Number of days absent	Weeks absent	Number of lessons missed (equivalent of 5 per day)
95%	18	9	2	45
90%	38	19	4	95
85%	58	29	6	145
80%	76	38	8	190
75%	96	48	10	240
70%	114	57	11.5	285
60%	134	67	13.5	335

We ask parents to contact us if they have any concerns about their child's attendance.

We will contact parents if we have any concerns, aiming to work with the family before the involvement of the Education Welfare Officer.