



Attendance Policy

At Tavistock Infant School, we are committed to maintaining and improving pupil attendance. Staff and governors agree that regular and full time attendance is essential if children are to benefit fully from the learning opportunities provided by the school. We also believe that punctuality is of equal importance because the beginning of the lesson is vital to understanding and children often find it distressing when they are late.

It is a parent's legal duty to ensure that children attend school regularly and on time. Morning registration is at 8.55 and afternoon registration is at 12.50 for Year R and 1.20 for KS1.

Lateness is recorded when a child does not arrive by the time the register has been taken. Parents of children who are late must report to the office so that registers can be amended for fire procedures. Persistent lateness is followed up with a letter to parents and interviews held with parents if necessary.

Present and absent marks are recorded by staff using Arbor. This data is regularly monitored and analysed by Headteacher and Designated Safeguarding Leads.

Parents should contact the school office on the first day and every subsequent day of absence at the start of the morning as a phone call is made to the home of each child who is absent without a known reason when the register is returned to the office.

Authorised or unauthorised absence

Due to changes in legislation Headteachers are only able to authorise absence from school in exceptional circumstances. For clarity family holidays are not normally considered exceptional circumstances within the new regulations, and, as such, an authorised absence for these is unlikely to be granted. (See attached Request for Leave from Learning application form.)

Parents should be aware that unauthorised absences may trigger a fixed penalty notice by order of the Local Education Authority.

Procedures to be taken to deal with individual absences

A safeguarding phone call is made to the home of each child who is absent without a known reason when the register is returned to the office. This is usually around 9.15am – 9.30am.

Registers are checked regularly to note unexplained absences and identify patterns of absence and lateness, if they are occurring. If absence/punctuality become matter

for concern, strategies are used in order to raise parental awareness of the importance of attendance and punctuality. It is hoped that problems can be resolved between the school and parents on a voluntary basis.

Other agencies are involved when difficulties arise, and the school needs extra support or help as appropriate (including the Parent Support Advisory Service which can be used to offer support to families experiencing difficulties that are contributing to high absence or lateness, the Education Welfare Service who will intervene when absence rates become beyond 80%, Education Psychology Service and Children's Services).

Tavistock Infant School



Request for Leave from Learning in School Time

Education (Pupil Registration) (England) Regulations 2006 have been amended (as of 1 September 2013) to prohibit the proprietor (headteacher) of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Notice of statutory guidance for all maintained schools in Hampshire: Headteachers are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional.

For clarity, family holidays are not normally considered exceptional circumstances within the new regulations, and as such, an authorised absence for these is unlikely to be granted.

Parents should be aware that unauthorised absences may trigger a fixed penalty notice by order of the Local Education Authority. **You are advised not to make any arrangements until your request has been considered.**

Section A- to the headteacher

I wish to apply for

Child's name: _____ Class: _____

To be authorised as absent from school (please include dates and time):

From _____ to _____ (inclusive dates)

Section B

Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**; and why the leave cannot be taken within the normal 13 weeks' annual holiday your child already has from school. If you are requesting authorisation to attend a specific event, for example a funeral, please confirm the date of the event and any arrangements that require an absence to be authorised.

If you require additional space please continue on the other side of the page.

Section C

I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature(parent/carer): _____ Date: _____

Section D-for school use only

Request for ___ number of days from the dates and times _____

Delete as appropriate

- Request approved.
- Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect your child's educational progress.

A personal discussion with you is/is not requested. Please contact: _____

Headteacher: _____ Date: _____

Current attendance rate: _____