



## Attendance Policy

At St Andrew's we expect good attendance from our pupils. This enables every child to make the most of the opportunities that the school has to offer. We believe that good attendance means that children usually make good, consistent progress in their school work. We rely on our partnership with parents to ensure that this is achieved.

### Absence

We ask parents to contact us on the first day of absence for safety reasons, so that we know the whereabouts of any child not in school. For the same reason, we ask parents to contact us on any subsequent days of absence until the child returns to school, unless a definite return date can be given at any point. A note to confirm the absence should be sent in on the child's return.

**In the interests of your child's safety, the school will contact you if no contact has been received by morning break.**

Any absence which is known about in advance should be notified to the school in writing beforehand.

Application forms for leave of absence for family holidays can be collected from the office. However, any leave will only be granted for exceptional reasons as expected by the DfE.

Attendance is reported to parents annually with the school report.

### Registration

The school day starts at 8.55am. Registers are marked shortly after this. Pupils who are not present at registration will be marked as absent. This will be changed to **late** if the child arrives before 9.30am. Any child arriving after 9.30 am will require a formal explanation or may be recorded unauthorised absence.

We would encourage parents to drop children off as soon after 8.40am as possible, when they can come straight into class. Arriving a few minutes early allows a child to settle calmly without feeling flustered.

### Authorised and Unauthorised absence

The law requires that all schools must now show the difference between authorised and unauthorised absence.

#### **Authorised absence can be:**

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance

- School agreed term time leave

**Unauthorised absence is:**

- Truancy
- Staying home to look after younger children or sick relatives
- Going shopping, having hair cut
- Any absence which the school has not been informed about
- Any term time leave that has not been agreed by the school.
- Any absence for which no explanation has been received and agreed by the school.

Monitoring attendance

Attendance records are kept electronically. The Head Teacher is responsible for providing the Governing Body with sufficient information to monitor attendance and for ensuring all returns to the DfE are met.

Attendance is tracked for individuals and Year groups - where an individual pupil's attendance is causing concern, the Head Teacher will discuss with parents. If there is no further improvement advice from Dorset County Council's Attendance Officer will be sought.

The average percentage attendance for the whole school is noted; authorised and unauthorised absence figures are recorded.

Teachers will note both authorised and unauthorised absences in the registers and keep a file of absence letters for the academic year.

The Head Teacher/Office Manager will provide the Attendance Officer with the required information to monitor attendance and will raise any concerns with them.

The Head Teacher will use her discretion when granting leave of absence for exceptional circumstances.

We want our children in each and every day as we know that the better the attendance the better their attainment.