

Introduction

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school on time unless the reason for the absence is unavoidable. It is the responsibility of parents to ensure that their children attend school regularly.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and may affect the learning of others in the same class.

Children should only be absent from school if the reason is 'unavoidable'. Allowing a child to be absent without good reason is against the law. Every half day absence has to be classified by the school (not the parents) as either authorised or unauthorised absence. Information about the cause of each absence is always required.

Authorised absences are defined as mornings or afternoons away from school for good reason.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. Continued unauthorised absence could lead to the Local Authority issuing a Penalty Notice or taking legal action.

Examples of unauthorised absence includes:-

- Keeping children off school for trivial reasons;
- Truancy;
- Absences which have never been properly explained;
- Children who arrive at school too late to get a present mark. (See lateness)

Providing a note may not be sufficient if the reason given is not 'unavoidable'. Children should never be kept off school for reasons such as shopping or as a treat.

Illness and other legitimate reasons

Reporting Illness

If you wish to report your child absent from school for any reason you need to call the school before 9am. You will be asked to press option 1 on your keypad. You then need to state, as asked, your child's name, class and reason for absence. Please give as much detail of the reason for absence as possible in order to prevent us having to call you back. If you receive a letter from school stating we do not have a reason for absence it is important that you complete the slip on the letter and return to school as soon as possible.

Evidence of Illness & Other Reasons

Following advice from the Educational Welfare Officer, we require you to provide either a doctor's note, a copy of a prescription or medicine label if your child has been off school for 3 days or more. We require this evidence from the third day of absence on your child's return to school. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time, providing an appointment card/letter is received.

Holidays & Leave of Absence

The Government, the Local Authority and Marlborough Primary School actively discourage parents taking pupils out of school during term time for holidays. Any holiday leave is at the discretion of the Head teacher. Requests will only be granted in exceptional circumstances on a case by case basis. Application forms to request holiday leave are available from the school office. A Fixed Penalty Notice of £60 may be issued for

unauthorised term-time holidays, rising to £120 if not paid within 28 days.

Lateness

Children must attend on time to be given a present mark for a session. Parents are expected to ensure that children are present at registration. School gates open at 8.50am. **Registration is at 9am. Children arriving after 9am will be marked late for registration. Parents must sign them in at the school office and provide a reason.** If a child arrives more than 30 minutes late (9:30am) after the register is marked, without good reason, they are considered to have arrived after the close of registration and marked 'U'. This is regarded as unauthorised late absence. You will receive letters if your child is late 2 times or more in a week.

Please note that the school day counts as two sessions, morning and afternoon. There are a minimum of 380 sessions during the academic year.

Collection

Please be sure to collect your children promptly at 3:30pm or 3:25pm for Nursery and Reception. If you are unavoidably delayed, please ring the school and let us know by 3:20pm to ensure this message is passed onto the class teacher. If someone other than the child's parents is collecting a child you must ensure you have filled out a 'Safety Collection Form' in advance which is available from the School Office. Young children in particular can become very distressed if they are not collected promptly. If you are late please collect your child from the school office where you will be asked to sign the late book before taking them. If late collection becomes a regular occurrence you will be asked to meet with the Headteacher.



Marlborough Primary School

Attendance Policy

Updated: April 2016