



Carleton House

Preparatory School

ATTENDANCE AND PUNCTUALITY POLICY

Written by Mrs Sandy Coleman

DATE OF POLICY

January 2020

To be reviewed January 2023



MISSION STATEMENT

"We live, love and learn with Jesus"

1. Aims and Objectives

At Carleton House Preparatory School we believe that excellent school attendance, and regular punctuality ensures continuity of education and contributes to academic and pastoral progress in school.

We aim to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

We aim to:

- Promote outstanding attendance and punctuality.
- Ensure that children and parents realise the importance of outstanding attendance and punctuality.
- Work with parents towards good levels of attendance and punctuality.
- Take positive supportive action to address any poor attendance or punctuality.

2. The School Day

The school is open from at 8.00am to enable children to be on time for morning registration. The school doors close at 8.45am.

Morning registration takes place at 8.45am. Children arriving at school after 8.45am must enter school via the school office entrance and will be marked as late for registration. Afternoon registration takes place at 1pm and closes promptly at 1.05pm.

3. Authorised Absence

A child's absence from school will be authorised when:

- A child cannot attend school due to sickness.
- A child attends a medical/dental appointment, which has been made unavoidably during school hours. Medical evidence will be required.
- A child has suffered a traumatic event, i.e. a death in the family.
- A day has been set apart for religious observance

4. Unauthorised Absence

A child's absence from school will be unauthorised when:

- An absence is unexplained by the child's parents or when the explanation is inadequate.
- An unauthorised family holiday is taken.

5. The Role of the School

- To regularly and accurately monitor and record attendance and punctuality.
- To contact and support parents when attendance or punctuality gives cause for concern.

6. The Role of the Parent

- To ensure that their child attends school regularly and arrives on time
- To follow the procedures for absences by informing school as described in this policy.
- To arrange family holidays during school holidays.
- To contact school if there is a problem which may affect regular attendance or punctuality.

7. Procedures for Informing School of Absences

- Parents must inform school via telephone, email or via the school app by 9am of their child's absence and on a daily basis, by 9am, until the child returns to school.
- Attendance registers are checked each day.
- If a child has an unexplained absence, the school office will then contact the child's parents by phone and will ask for an explanation of absence and an estimated length of time for the absence. Follow up contact may be necessary if this is exceeded.

8. Absence Due To Medical Appointments

If a child has an unavoidable medical appointment during school time, a copy of the appointment card must be produced and presented to the school office prior to the appointment.

9. When Attendance/Punctuality Gives Cause For Concern

The Department for Education recognise a pupil as a 'persistent absentee' if they fail to attend 10% or more of his or her possible sessions. Each morning and afternoon is classed as a session.

Attendance figures are monitored half termly by the Head Teacher.

When a cause for concern is identified, the Head Teacher may contact the parents by letter or invite them to a meeting to discuss how the school can support improved attendance. It is the school's intention to support all families to ensure our pupils can attend school and achieve well.

10. Holidays/leave of absence requests

The school considers that all absences from school will disrupt a child's continuity of learning. Authorisation will only be given after careful scrutiny of the reasons given and in consideration of the current attendance record for the pupil.

Holidays during term time should be seen as an exception to the norm and not an entitlement.

A holiday may not be authorised if the pupil has an attendance figure lower than 95%.

Where parents take a child on holiday without permission, or fail to apply for permission in advance, then the absence will be recorded as an unauthorised absence.

Leave of absence for religious observance reasons will be authorised upon request.

11. Applying for Leave of Absence for Holidays during Term Time.

Applications should be made using the form attached in appendix 1 at least 4 weeks in advance of the proposed holiday dates. (Parents are advised to apply for leave of absence before they confirm their holiday arrangements)

Carleton House Preparatory School



Application for leave of absence during term time.

Child (ren)'s Name: _____ Year _____

Dates for which leave of absence is requested:

From _____ to _____ No. of school days: _____
(1st day of absence) (Last day of absence)

Reason for leave of absence: _____

Has leave of absence been previously granted during the current academic year? YES/NO

If YES, please give the details of the dates of the holiday:

From _____ to _____ No. of school days: _____

Please give the reasons which prevent this leave of absence taking place during a school holiday period.

(You may wish to attach a separate letter to support your request)

Date _____ Signed _____ (parent/guardian)

For school use only:

Level of attendance during last academic year current academic year

Date of previous authorised holidays.....

Other relevant information
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Leave of absence approved/not approved (delete as appropriate)

Date _____ Signed _____

For parents' information:

Child(ren)'s Name _____ Class _____

Leave of absence has been approved / not approved (delete as appropriate)

Signed _____ Date _____