



Shiplake CE Primary School

Memorial Avenue, Shiplake, Henley on Thames, Oxon, RG9 4DN

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Headteacher
Mrs K Page-Howie

Deputy Headteacher
Miss L Leadbetter

Chair of Governors
Mrs A Weir

Attendance Policy

Aims

- Make good attendance and punctuality an essential part of everyday life in school
- Improve communications with parents and involve pupils more, in attendance and punctuality issues

Targets

- Improve punctuality at the start of school
- Reduce the number of holiday days taken by families during school term time

Persons involved in implementing policy

- All staff – marking of registers
- Administrative Assistant – marking late arrivals, taking telephone calls
- Headteacher and Deputy – termly attendance review

Statements of Belief

- All children are entitled to a full education as specified in the National Curriculum
- Regular attendance and punctuality is essential if pupils are to take full advantage of school life
- The school recognizes that many conditions encourage good attendance and will seek to ensure that these prevail
- The staff, pupils, parents and the Education Social Worker will work together in partnership in order to achieve good attendance and punctuality
- All staff believe good attendance and punctuality is an achievement in its own right
- It is the parents responsibility to ensure their child arrives at school on time and in a fit state to learn
- This Attendance Policy is based on the premise of equal opportunities for all.

IMPLEMENTATION OF POLICY

Registers

All registers are marked at 9am and 1.15pm daily, after which they are returned to the office. Pupils arriving after this time must enter through the office entrance where the administration staff will register them, entering a late mark.



www.shiplakeprimary.org.uk



First day of Absence

Parents are requested to inform school on the **first day** of a child's absence preferably before 10.30am. This may be via a telephone call or a note sent with another child. After 10.30am unnotified absences will be investigated via a text message via Parentmail or telephone call, from the administrative staff. In the event of the school not being able to contact the parents, a letter of concern will be sent, on the first day. If a child is late on more than three occasions in one week a letter will be sent to parents asking them to discuss the problem with the Head Teacher.

Attendance

Class registers will be reviewed termly for patterns of non-attendance and persistent lateness.

In cases of poor attendance, the parents will be invited to discuss the situation with the Headteacher in the first instance. Should this prove ineffective the Attendance and Engagement Officer will be informed. In cases of good attendance termly certificates will be awarded to all pupils who manage 100% attendance. An end of year prize and certificate will be awarded to any pupil who managed 100% attendance throughout the school year.

Absences

Reasons for Absence:

- | | | |
|------------|-------------------------------|---------------------------------------|
| 1. Valid | Illness
Doctor appointment | Family Bereavement
Music exams etc |
| 2. Invalid | Holidays | Special Treats |

Headteacher's Authorisation

Legally parents do not have the right to remove their child from school for the purpose of a family holiday. If, however, it should prove impossible to do otherwise, authorization by the Headteacher must be sought, at least two weeks prior to the event. Each case will be considered on individual merit and the pupil's prior attendance record taken into account. The Headteacher may sanction a maximum of ten days absence in any one year. Further absences, apart from these listed as valid above, would have to be registered as unauthorized. Letters requesting such authorisation of absence may be obtained from the office – see example attached.