

## What is an Unauthorised Absence?

### Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given. This includes:

- Parents/carers keeping children off school unnecessarily.
- Absences which have not been properly explained.
- Children who arrive at school after registration closes.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been approved.



### Uley Primary School therefore request that:

- Pupils attend school regularly.
- Pupils arrive on time – arrive at 8.50am for the start of the school day.
- Parents/carers ensure their child arrives in school prepared for the school day.
- Parents/carers inform a member of staff or the school office by 9.00am if their child is unable to attend school or gives a reason that the child may be late.
- Parents/carers contact the school by 9.00am on the first day of the child's absence and repeat this each consecutive day until they return.
- Parents/carers encourage a positive attitude towards school and their child by showing an interest in the life of the school.
- Parents/carers make every effort not to arrange dental or similar appointments during school hours.
- Parents/carers avoid taking their child on holidays during term-time.
- Parents/carers notify the school immediately of any change of address or contact details, especially mobile phones.
- Parents/carers notify the school of any family circumstances that might have an adverse effect on the child.

# Uley C. of E. Primary School



## Attendance Matters

LIVE, LEARN, FLOURISH

## Being at School

Being at school is a very important part of any young person's life. It enables them to learn, to make friends, to gain important knowledge and to develop a variety of skills which will prepare them for adult life. School and parents are partners in making this a success. As parents or carers, it is your responsibility to make sure that your child makes the most of this opportunity by attending school regularly.

Schools have a statutory and legal duty to record the attendance of every pupil or record them absent or late. The register is called at the beginning of both the morning and afternoon sessions. If a pupil has to leave school for any reason during the school day, school should be informed of this prior to the day and the child signed out in the school office.

## Registration Procedures

**The school day starts at 9am for all children.** We expect them to arrive in good time to start the day; therefore staff are on the playground from 8.50am to take responsibility for the children as they arrive. Registers open at 9am and close at 9.05am. Children arriving between 9.05am and 9.10am will be marked as late. Any child arriving after registers close at 9.10am, without a valid reason, will be marked as unauthorised for the morning session. This will affect the child's attendance figure.

If children arrive late they need to be signed in by their parent/guardian, at the school office, so we know they are on site and we are able to check their dinner arrangements. If attendance, including lateness, is a problem we will notify and work with the parents in the first instance. It is recognised that there may be circumstances when a child may arrive late because of transport difficulties etc. In these instances school should be informed as soon as possible. The registers are taken again at 1.00pm.

## Absence Procedures

If a child is unfit for school; parents should contact the school by 9.00am on the first day, in person or by telephone and repeat this each consecutive day until they return.

Absences will not be authorised without this procedure. It is school procedure to contact parents of children who are absent that have not notified school by 9.15am. This procedure ensures good safeguarding practice and ensures all children are accounted for.

## Holidays

There is an expectation that parents should not take pupils out of school during term time. Schools are required to ensure that children only miss school if it is absolutely unavoidable, because of the detrimental effect that this has on pupils' attainment and therefore their future life chances.

Where there are **exceptional** circumstances, an application should be made to the head teacher in advance. The head teacher can only authorise absence in exceptional circumstances. A formal written request must be made from a person with parental responsibility at **least two weeks** before the planned absence.

Further information is available in the Attendance Policy.

The form 'requesting time out of school during term time', can be found on the school website or please ask at the school office.

## Why is good attendance important?

Good attendance at school is vital for pupils to achieve their full education potential. Pupils with good attendance records benefit in the following ways:-

- Continuity of learning which ensures progress and retention of learning
- Continuity of relationships and friendships
- Good habits are formed for later life

## What constitutes good attendance?

An attendance percentage needs to be in the high nineties before it can be considered good. Consider the following examples:-

- An attendance record of 90% might seem good but is equal to one day missed per fortnight! If this continues from Year 2 to 6 a total of six month's education will be lost.
- An attendance record of 80% might seem acceptable but is equal to one day missed per week!! If this continues from Years 2 to 6 a total of one year's education will be lost.

