



## **Crofton School**

### **Policy for School Attendance**

#### **Aim**

At Crofton School we aim to ensure that our students benefit fully from the education we seek to provide by maximising the attendance of each student.

#### **Partnership Between Parents and School**

'Parental responsibility extends beyond securing regular school attendance. Parents should ensure that their children arrive at school on time, properly attired and in a condition to learn.' (Department For Education (DFE) 1994).

At Crofton it is expected that students will:

- Come to school in full school uniform and properly equipped for lessons.
- Not arrive at school before 8.30am.
- Be well rested after a good night's sleep.
- Be fit and well when they come to school.

#### **Reporting Absences**

'It is parents' responsibility to inform schools of the reason for a child's absence - parental contact on the first day of absence should be the normal expectation. Where a child is ill the school should be notified of the nature of the illness and, where this can be predicted, the date the child is expected to be able to resume his or her studies'. (DFE 1994)

At Crofton we request parents to:

- Telephone prior to the start of school on the first day on which they expect their child to be absent and to supply information about the absence as appropriate - if this is not possible ask that parental contact is made as soon as is practicable.
- Inform the school in advance if they wish the school to authorise leave for their child to attend medical or dental appointments.

- Always provide an absence note upon their child's return to school.

### **Unauthorised Absence**

'Where a student is absent without prior notice an explanation is required. If one is not forthcoming the absence must be treated as unauthorised and the register annotated accordingly; schools are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered; explanations such as minding the house, looking after other children or shopping trips within school hours will not normally be acceptable reasons for absence'. (DFE 1994)

At Crofton :

- All absences and the reasons for them are recorded.
- An attendance register is taken at the beginning of each morning and each afternoon session using a code to identify type of absence.
- Parents are notified by the school if lateness becomes a cause for concern and the Education Welfare Officer may be informed.
- Parents are notified if the reason offered for absence is unacceptable, eg 'We went to Alton Towers on her father's day off - DFE refers to this type of explanation as 'parentally condoned unjustified absence'. This will be recorded as an unauthorised absence.

Particular attention should be paid to the following:

'- reminding parents of registered students of compulsory school age that they are under a legal duty to send their children to school regularly, and risk prosecution if they fail in this duty'. (DFE 1994)

At Crofton we ask the school's Education Welfare Officer, to visit the parents of any student whose absence or lateness causes concern and to advise parents and offer support as appropriate. The Education Welfare Office visits the school each week to meet with the Heads of Year.

### **Holidays and Special Circumstances**

'Parents should not expect or be led to expect, that, as of right, schools will agree to family holidays during term time. Each application will need to be considered on its merits. Under regulation 12 of the Education Regulations 1981, there is a discretionary power for leave to be granted for the purpose of an annual family holiday during term time. No parent can demand leave of absence for the purpose of a holiday as a right. All the circumstances of each individual request should be taken into account:

**.... Only in exceptional circumstances may the amount of leave granted exceed (in total) more than two weeks in any year.'** (DFE 1994)

At Crofton :

- It is expected that family holidays will not take place during term time. Parents are informed of school holiday dates well in advance to aid their planning.
- In order to request permission for your child to have leave for a family holiday, or in special circumstances such as attending a family wedding or funeral, please ask your child to discuss the situation with Mr Naylor, Deputy Head (CSG), or alternatively you may wish to telephone Mr Naylor yourself at the school.