



Swallowtail Federation of Church Schools

Our Federation's mission is to work together to create successful learners, confident individuals and responsible citizens.

With our values we aim to:

- Provide a Christian ethos relevant to all areas of school life
- Ensure a happy and caring environment in which all children and adults feel safe and can express their individuality
- Have high expectations for children in our care by providing an appropriate challenging curriculum which is inclusive and accessible to all
- Expect high standards of behaviour throughout the federation
- Ensure equal opportunities for all
- Model and nurture good social, physical and spiritual development
- Celebrate achievement in all areas
- Ensure Governors are committed and involved in the life of the federation
- Liaise effectively with parents, guardians, carers and the wider community
- Foster an awareness of and respect for the environment

Attendance Policy

Formally adopted by the Governing Body/ Trust of:-	Swallowtail Federation of Church Schools
On:-	
Chair of Governors/Trustees:-	Sheila Watts
Last updated:-	September 2018



Swallowtail Federation of Church Schools

At Swallowtail, we firmly believe that children can only make the most of their educational opportunities if they attend school regularly and punctually.

It is the **legal responsibility** of every parent to ensure that their school-aged child (i.e. past 5 years old) attends regularly at the school where he/she is registered. Norfolk County Council has the right to start legal proceedings against parents who fail in this duty.

Punctuality is important in helping children to learn good time keeping and in reducing classroom disruption. If a child arrives after registration (i.e. after 9.15 a.m.) without an acceptable explanation or note then we are required to mark them as “unauthorised absences” on the register. Late children **MUST** come into school through the main entrance where a verbal explanation is required of them; this encourages children to improve their punctuality.

When a child is absent from school parents should telephone the school at the start of the day, visit in person or send in a note to explain the circumstances of that absence. A failure to do so would again result in that child being marked as an “unauthorised absence” on the register - shown with the correct letter to denote the type of absence. Where possible, any unexplained absence will be followed up by office staff with a telephone call that morning.

Absences for the following reasons would be “**authorised**” by the school: sickness, days of religious observance, exceptional family circumstances (e.g. bereavement), unavoidable medical or dental appointments (although we would prefer these to be taken after school hours or during the holidays), and visits to other educational establishments (e.g. secondary transfer visit day / off site school activities).

The following types of absence would not be authorised by the school and would thus result in the pupil being marked in as an “**unauthorised absence**”: birthday treats, day trips, shopping during school hours, looking after brothers / sisters / sick parents. Holidays taken during term time will be recorded as unauthorised.

The Head teacher monitors attendance regularly. Teachers are then able to draw attention to any patterns of absence or other irregularities. These matters, when they arise, are discussed internally and a visit may be made by the Attendance Officer to the parents of the child concerned if this is felt appropriate. In some cases further action including fines and court proceedings may be enforced.

Attendance data is also shared with governors through the Head teacher’s report and with parents in the newsletter.

Next Review: September 2019