



The Swallowtail Federation of Church Schools

STALHAM CLUSTER ATTENDANCE POLICY

This has been put together by the Headteachers of Stalham Infant School, Stalham Academy, Stalham High School, Ludham Primary School, Catfield Primary School, East Ruston Infant School, Happisburgh Primary School, Hickling Infant School and Sutton Infant School.

1. The Stalham Cluster takes a child's education very seriously and believes that holidays taken during term time have a detrimental effect on a child's education. We know that attendance is closely linked to attainment.
2. We are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all.
3. We endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full potential, good attendance is essential. We consistently work towards a goal of 100% attendance for all children. Every opportunity is used to convey to children and their parents or carers the importance of regular and punctual attendance.
4. School attendance is a legal requirement and this policy reflects both these laws and the guidance produced by the Department for Education.
5. We will review our system for improving attendance at regular intervals to ensure that it is achieving its goals. Please work with us in ensuring that your child attends school every day and on time.

School Procedures

Any child who is absent from school must have their absence recorded. Only the head teacher or the person authorised by the head can authorise absence.

Registration and Punctuality

Registration is a legal requirement and is a positive start to our working day. A register is taken each morning and afternoon. If your child is going to be late, please make the school aware by either writing a note or using the school procedure. Each school will have its own process for dealing with lateness.

First Day Absence

Parents are expected to contact the school on a child's first day of absence. If the school is not told the reason for absence, parents will be contacted.

Longer absences

All cluster schools will follow up longer absences. Persistent absences will be investigated and medical information may be required in order to support your child.

Frequent Absence

It is the responsibility of the school to be aware of and call attention to any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, we will try to resolve the problem with the parent/carer, or if necessary involve other agencies.

We will discuss with the school nurse those pupils who frequently miss days for medical reasons.

A Welcome Back

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

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Holidays in term time

The school dates are published two years in advance and are available to all parents and carers on the Norfolk Schools' website. We would therefore expect all parents to book any holidays during the 175 days that are non teaching days.

Furthermore, since the amendment to the Education (Pupil Registration) (England) Regulation 2006 Headteachers can no longer authorise any holiday during term time. Leave can be granted for 'exceptional circumstances' eg close family funerals.

It is acknowledged that individual Headteachers will have their own views on what they consider 'Exceptional Circumstances' so your request will need to be discussed with the Headteacher at your child's school.

Requests must be put in writing and addressed to the Headteacher or Attendance Officer. All requests will be acknowledged even if not agreed. Should leave not be agreed your child's absence will be marked unauthorised.

Please be aware: the LA do issue Fixed Penalty Notices. Students who have 85% attendance of which 15% is unauthorised over a 6 week period or 10 consecutive sessions of unauthorised absence would meet the criteria for a Fixed Penalty Notice.

Appointments

We expect that appointments (such as dental appointments) be arranged so that they do not disrupt your child's learning. If it is not possible to obtain an appointment outside school hours please try and ensure the minimum amount of disruption to your child's education by making it during a lunch break or as early or late in the day as possible.

Only one half-day will be authorised for an appointment unless discussed with the school prior to the appointment.

April 2015

To be reviewed annually

Reviewed September 2016, further reviewed November 2017