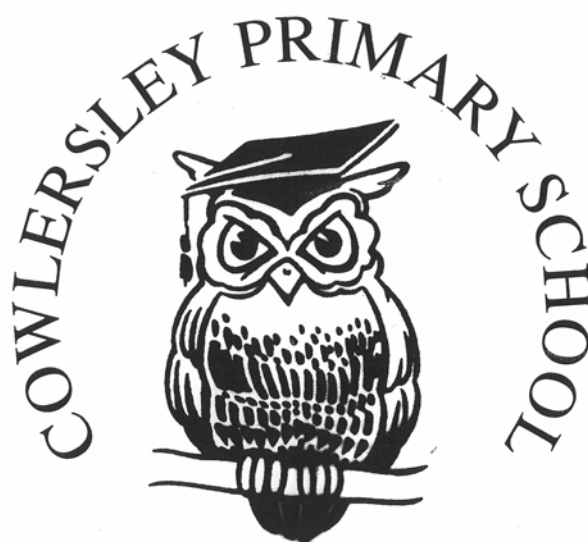


# Cowlersley Primary School

## Attendance Policy



**Date reviewed:** *Autumn Term 2009*

**Date to review:** *Autumn Term 2010*

## Cowlersley Primary School

### Attendance Policy

It is important for a child's future that they make the most of their time at school to enable them to work towards their true potential both academically and socially.

Children will want to come to school when encouraged to by parents / carers who are happy with and well informed about the school. Co-operation and relationships with parents are therefore an essential part of ensuring good attendance in school. When parents feel valued by the school they will support efforts to ensure good attendance as well as other aspects of school life.

Parents / Carers need the following information to enable them to fully support our attendance policy and have a positive impact:

- Parents / Carers should know that it is their legal responsibility to ensure that their children are educated.
- If a child is registered at school, they must go to school on time every day during term time, unless there is good reason, such as illness.
- It is the parents responsibility to inform the school, before 10.00am, if their child cannot attend.
- If attendance problems do occur, the school will expect the Parents / Carers to work with the staff and the Education Welfare Service.
- Parents / Carers should avoid taking their children out of school during term time for family holidays. Such absences are very disruptive to pupils' learning and development. **AUTHORISATION WILL NOT BE GRANTED FOR SEPTEMBER, APRIL OR MAY AND A PENALTY NOTICE WILL BE ISSUED.**
- Whilst it is possible for the headteacher to authorise up to 10 days absence for holiday during term time **THIS IS NOT AN ENTITLEMENT AND EVERY REQUEST FOR HOLIDAY ABSENCE IS CONSIDERED INDIVIDUALLY.** Only in exceptional circumstances will the authorisation be given for more than 10 days holiday in term time in any one school year.

### Reporting an absence

- Parents / Carers need to contact school BEFORE 10.00am if their child is not attending.

- Contact with the parent / carer will be made either by telephone or in writing after an unexplained absence.
- Staff concerned about a child's attendance will speak to the Headteacher and the administration staff. A letter will be sent to parents / carers with regard to the concerns over attendance. If two letters, over a period of time, have been sent and there are still concerns the ESW will be contacted.
- Discussion with the ESW will highlight any involvement from other outside agencies. Absence from school can be an indicator of other problems.
- Strategies to resolve attendance issues will be discussed with parents / carers and will actively involve them.

### **Cowlersley Primary School Attendance Target:**

- Our attendance target is to sustain 95% attendance.
- Cowlersley Primary School intends to continue to raise the profile of attendance using the following strategies:
  - a) Advice about attendance provided on the school website.
  - b) A letter sent home annually regards our 'attendance' policy.
  - c) Attendance strategy shared at 'new starters' evening.
  - d) Calling cards given to all parents / carers
  - e) School prospectus
  - f) Pupil incentives for good attendance