

**SHEBBEAR COMMUNITY SCHOOL
ATTENDANCE POLICY
MAY 2015**

RATIONALE

Shebbear Community School recognises the need for, and the benefit of, regular full-time attendance of all its pupils. The staff will work with pupils and families to encourage and promote the maximum possible attendance.

Attendance targets are set annually; these are agreed by the Headteacher and the Local Authority and reported back to the Governing Body.

The staff will encourage and promote prompt arrival for the morning and afternoon registrations. The class teacher is responsible for the accurate marking of the registers in accordance with Devon County Council codes. These are:-

/	Present (AM)
\	Present (PM)
L	Late (before registers close at 9.10 a.m.)
U	Late (after registers close at 9.10 a.m.)
H	Family holiday. To be agreed in advance by the Headteacher.
F	Extended family holiday (agreed)
G	Extended family holiday (not agreed or days in excess)
I	Illness (not medical or dental appointments)
M	Medical or dental absence. School must be given a written explanation of absence.
B	Educated off site
C	Other authorised circumstances as agreed by the Headteacher, e.g. family funeral
D	Dual registration (attending another establishment as well as our school)
E	Excluded
J	Interview
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code)
P	Approved sporting activity
R	Religious observation - only permissible if 48 hours notice is given.
T	Traveller absence
V	Educational visit or trip
Y	Enforced closure

Parents are requested to inform the school as early as possible if a pupil is absent. If there is no contact made from the family the school administrator will try to make contact on the first day of absence by telephone or email.

If a pupil is absent for three days without contact from the family, the school (Headteacher) will write to gain contact.

If there has not been contact after seven days continuous absence, the school will inform the Education Welfare Service (EWO).

Regular monitoring of school registers by the Headteacher will be used to check all pupils' attendance. The EWO will monitor attendance at least half-termly and all pupils attending at a level below 90% will be investigated.

Any pupils causing concern will be monitored closely for the relevant period.

Pupils are given certificates to recognise good attendance. This happens on a termly basis and the certificates are distributed by the Headteacher to provide a focus for the whole school to promote better attendance.

HOLIDAYS DURING TERM TIME

From September 2013 the law does not grant parents a right to take their children out of school for holidays during term time, other than in very exceptional circumstances. Parents must apply for permission in advance and the request for leave must come from the parent with whom the child normally lives.

If the school refuses the request and the child is still taken out of school, this will be recorded as an unauthorised absence and this could incur a fine of £60 per child, per parent if paid within 21 days, increasing to £120 if paid after 21 days.

Reviewed by the School Improvement Committee on 5th May 2015

Signed: Christopher Andrew

Chairman of School Improvement Committee