



# Federation of Abbey Schools

---

## Attendance Policy

*Date of Issue: May 2023*

*To be Reviewed: February 2026*

## **THE FEDERATION OF ABBEY SCHOOLS**

### **ATTENDANCE POLICY**

The aim of the school policy is: To develop good attendance and punctuality to give the children the best chances in life.

The staff and governors of The Federation of Abbey Schools regard good attendance and punctuality as high priority. We are committed to a whole school approach to attendance and punctuality. The Federation of Abbey Schools regards Education as paramount whilst being sympathetic and supportive to individual family circumstances. Our aim is to ensure our school works in partnership with parents, our local community and the local authority to support and promote good attendance and punctuality.

In order to achieve these aims the school will:

- Offer a safe, supportive, and inclusive environment.
- Establish clear and effective procedures for administration.
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality.
- Comply with legal requirements.
- Ensure any child presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken.
- Have systems in place offering rewards and incentives for regular attendance and punctuality.
- Keep parents/carers informed about their child's attendance through established procedures.
- Support governors in taking an active role in promoting good attendance
- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies.

#### **Expectations**

The school expects its pupils to:

- To attend regularly and on time.
- To be prepared adequately for the school day.
- To comply with the school policies and procedures.

The school expects its parents/carers:

- To encourage their children to attend school every day, on time.
- To contact the school on the first day of absence.
- To arrange holidays and medical appointments outside school hours.
- To regularly update emergency contact details.

#### **Registration**

The school uses an electronic (computerised) system of registration. The register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day.)

The registers are marked at the beginning of each session, morning and afternoon. Registers are marked in the first 10 minutes of the start of the school day. Registers are submitted to the office at 9.05am.

School start and end times are :

EY – Flexible start and end times 8:45 -9am and 3 -3:15pm

Y1 and Y2 – 8:50am and 3:15pm

Y3 and Y4 – 8:55am and 3:25pm

Y5 and Y6 – 9am and 3:30pm

Pupils arriving after the start of the school day must enter the school via the main entrance at the front of the buildings. It is vital that any pupil arriving late is signed in, in order to comply with Health and Safety procedures. Pupils arriving 5 minutes after the start time will be marked with a late (L) mark.

The registers are closed at 9.30am. Any pupils arriving after this time will be regarded as absent for the full morning session even though they are present in school. This will be coded as an unauthorised absence (U) in the register.

Registration will be taken again at the beginning of the afternoon session.

We all have a responsibility to encourage punctuality. It is important that every child arrives in school on time as Literacy and Numeracy are taught at the beginning of the school day and are fundamental to a pupil's educational needs.

### **Authorised Absence**

Absence may be authorised for the following reasons:

- Sickness
- Religious Observance
- Medical or Dental appointments which cannot be arranged outside of school hours. Where possible parents/carers should try to arrange these appointments for out of school hours.
- Special circumstances (authorised by the Head Teacher)
- Permanent or fixed term exclusions.
- From the 1st September 2013, the new law gives no entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave.

### **Unauthorised Absences**

Absences may be recorded as unauthorised for the following reasons:

- Truancy – a pupil is away from school without authority from the Head Teacher. This includes parentally condoned absences.
- Late after registration is closed i.e. after 9.30am (unless the pupil or parent provides a legitimate reason or evidence for the absence.)
- Any absence that the school has not been informed about, either by letter or telephone.
- Staying at home to look after a siblings or sick relatives.
- Going shopping, airport to meet relatives or having hair cut etc.
- Any family holiday that has not been authorised by the Head teacher.

### **Patterns of Absence**

First day of absence:

If a child is absent from school the parent/carers should contact the school on 01325 380748 or they can use the ParentMail app. If a parent/carers does not inform the school, admin

staff will ring the parental home on the first day of absence or send a text message visit to ascertain why the child is absent.

The school is aiming to maintain an attendance target of 97%. The school does have a protocol in place for pupils who are persistently absent from school, these pupils are monitored and if no improvement is made the following steps will be taken:

- Absence Reminder – Regular absences will result in an absence reminder being sent home.
- Letter – Letter from the Head Teacher including attendance record.
- School Meeting
- Monitoring Period
- Review – Possible Action