

Thriplow Church of England Primary School

Attendance Policy

Thriplow staff and Governors believe that cooperation between school and parents is essential to maintain regular attendance, ensuring the quality and progression of each child's education.

Parents have a legal duty to ensure that children of compulsory school age attend on a regular and full time basis. The school records and monitors attendance in accordance with statutory requirements.

Procedures

Registers are called twice daily at 9.00a.m and 1.15p.m. and close at 9.10a.m. and 1.20.p.m. Children will be marked late if they are not in school by 9.00 a.m. Arrival after 9.10am without authorisation will be marked as Unauthorised Absence. The office collects attendance data and enters it onto Pupil Asset, the school's management information system. This data is used to trigger letters to parents in order to ensure that any unauthorised absences are accounted for. If necessary, the Head contacts parents on these matters, and follow up sessions with the Local Authority Attendance Officer may be needed.

Authorised Absence

Authorised absences may include medical and dental appointments, illness, religious observance, bereavement, educational visits, approved public examinations or performances, including sporting activity, and interviews. If parents know that their child is going to be absent from school for any unavoidable reason, they should contact the school as soon as possible, or preferably prior to the first morning of absence to tell us.

Unauthorised Absence

A parental note explaining an absence from school is not acceptable unless the reason is covered under the authorised reasons above. If there are attendance problems then each individual child's attendance record will be considered together with timing of absences and impact on their learning. Consistent patterns of absence will be investigated.

Monitoring

The Headteacher reports the attendance figures at every Full Governing Body.

Term Time Holidays

We believe that children should be in school in term time.

What the law says

The regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday.

Procedure

Parents should submit all term time holiday requests in writing to the Headteacher. If the absence is unauthorised, parents maybe referred to the Attendance Officer and may be issued with a Penalty Fine.

Policy agreed at Governing Body Meeting November 2021
To be reviewed Autumn 2023