



Meadowside
Primary School

Growing at Meadowside Primary School

Attendance Policy September 2018

STATEMENT OF INTENT

The expectation of Meadowside Primary School is that all pupils should strive for full and punctual attendance.

We recognise that some individual pupils and their families may need support in order to achieve this.

EQUALITY DUTY

At Meadowside Primary School we want everyone to reach their full potential and to ensure that all members of our community are treated fairly in all situations.

The Equality Act provides us with a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people

Attendance Policy

1. The law only requires compulsory attendance at school for pupils over five years old. Therefore this policy applies to those pupils but we have awareness and will still promote good attendance to those children under 5 years of age. Parents have a legal duty to ensure their child attends school for 190 days per year. Appendix 1: Education Entitlement Team Attendance & Prosecution Process by Kate Warren, Education Entitlement Officer, forms the basis of some of this policy.
2. **It is the parents/carers' legal responsibility to ensure their children receive fulltime education.** This extends beyond ensuring regular and punctual attendance and requires that the child comes to school in a fit state to learn. Our expectation is that all pupils should strive for full punctual attendance. However, we recognise that some individual pupils and their families may need support in order to achieve this.
3. Meadowside Primary School (MPS) will follow the protocol of the Education Entitlement Team (EET) to promote regular attendance and punctuality and offer support to the parent/carer. MPS endorses the amendments by the Department of Education, "...Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances."; this came in to effect on the 1st September 2013. A copy of which can be found at the www.northamptonshire.gov.uk/ees website following the link to 'school attendance'. Therefore pupils taking exceptional leave, without the prior notification being agreed, will be referred to the Education Entitlement Team.
4. Requests for Exceptional Leave of Absence in term time should be an unusually rare event. The school term dates are published a year in advance and the Governing Body therefore do not see any reason for parents/carers to take their child out of school 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. Absences will only be granted for exceptional circumstances with approval from the Head teacher. This request must accompany the form in writing.
5. Parents/carers can be fined by the local authority for taking their child on holiday during term time without the consent of the school. Any person who, although they are not a natural parent, has a parental responsibility for a child or young person is included in this.
6. Registration periods at the start of the morning and afternoon sessions will be between the times 8.55am - 9.00am and 1.00pm – 1.05pm
7. It is the parents' or carers' responsibility to inform MPS of the reason for a child's absence on the first day and to provide any further information if required.

Notification by personal contact, telephone message or note are acceptable. MPS will attempt to contact all parents/carers who have not contacted the school by 9.30am to try and establish a reason for a child's absence.

8. MPS have a full procedure that outlines the actions which are taken in line with their legal duties to record, monitor and take appropriate action in the event of all absences.
9. MPS will endeavour to work with parents/carers to help raise and maintain attendance for every child within the school.

Assigned Governor: Chair of the Teaching and Learning Committee			
Staff Responsible: Mrs Garnham Miss Lewis			
Original Date:		Status:	
Reviewed:	July 2018	Next Review:	July 2019