



# Stapleford Primary School

(Church of England, VA)

## Attendance Policy

At Stapleford School we work closely with parents to achieve good levels of attendance. Our aim is to achieve the whole school target of 96% attendance.

Parents should be aware that only the headteacher can authorise an absence. It is the Headteacher's decision to authorise an absence or not. **Holidays during term time cannot be authorised.**

### Responsibilities – Parents and Carers

- Ensure that their children arrive at school on time (the school day starts at 8.40am)
- Work in partnership with school to resolve issues which may lead to non-attendance
- Notify the school if their children are absent before 9.00 am.
- Any child arriving at school between 8.40am-9.00am will be classed as late.
- Any child arriving at school after 9.00am will be classed as unauthorised.

### Responsibilities – Schools

- Supporting the attendance of children and dealing with problems that may lead to non-attendance
- Complete registers according to appendix
- Be sensitive to the needs of individual parents
- Comply with legal requirements
- Comply with HCC guidelines
- Liaise with Attendance Improvement Officer
- All children will be sent a copy of their registration certificate each term.
- Children with an attendance figure of less than 93% will be sent a letter explaining the importance of attendance.
- Children with an attendance figure of less than 91% will be classed as "Persistent Absentees" and may be asked to meet the Attendance Improvement Officer.
- Persistent absentees" will have an action plan to help them bring their attendance back above 91%.
- The school attendance target will be communicated to all families.

/ Present (AM)	I Illness	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site (not Dual reg.)	L Late (before registers closed)	V Educational visit or trip
C Other authorised circumstances	M Medical/Dental appointments	W Work experience
D Dual registration	N No reason yet provided for absence	# Planned whole or partial school closure
E Excluded	O Unauthorised Abs	Y Unable to attend due to exceptional circumstances
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence
G Family holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend / No mark recorded

**Policy date:** February 2022  
**Next review due:** February 2024  
**Written by:** Headteacher and Governors