

## Attendance Policy



*'Do you see a man skilled in his work? He will stand before kings.'* Proverbs 22:29

### Our Expectations of Parents

- 📖 They ensure their children attend school each day, unless ill
- 📖 They contact the school office between 8.30am and 9.30am whenever their child is unable to attend school
- 📖 They ensure their child is appropriately dressed, following our uniform guidelines
- 📖 They ensure their child arrives between 8.45am and 8.55am with a bookbag and ready for the school day.

### Pupils and Parents can expect the following from the school

- 📖 A high quality education
- 📖 Regular and accurate recording of attendance
- 📖 Contact from the school by 9.30 when a pupil fails to attend and no reason is given
- 📖 Early contact with parents when a pupil displays a pattern of disrupted attendance
- 📖 Immediate support from us on any problem, in confidence if necessary
- 📖 Positive measures to encourage good attendance

### Positive measures to encourage good attendance

- 📖 Registers will be completed accurately at the start of each day
- 📖 Daily monitoring of attendance by class teachers
- 📖 Monthly monitoring by the headteacher on attendance and punctuality
- 📖 Discussion with headteacher and Inclusion Officer (IO) where attendance falls below 90%

### Punctuality

We lay a great deal of importance on the need to be punctual and to arrive in school on time. Not only does it make for a good start to the day, but it shows consideration for everyone else in the class and avoids repetition of instructions and teaching. All children who arrive in school after 9am are marked as late in the register.

If a child is late 5 or more times in a month, the headteacher will write to request a more punctual approach to school. If lateness is persistent, the child will be referred to the inclusion officer.

### Medical Appointments

Parents are asked to endeavour to arrange medical appointments outside of the school day. We understand that occasionally it is necessary for pupils to attend doctor or dentist appointments during school hours. Such absences are marked as medical, to indicate that the pupil spent part of the session in school. Prior notice must be given to support good home-school communication.

*'Let all you do be done in love' is our guiding vision for our speech, deeds and thoughts.  
This enables us to create a nurturing and inspiring environment in which everyone can have life in all its fullness.*  
**Farncombe Church of England Infant School: Inspiration, Imagination, Individuality.**

### **Responding to poor Attendance**

If a pupil's termly attendance falls to 90% or lower, a letter may be sent from the headteacher inviting the parents to discuss their child's attendance. The inclusion officer will also be alerted and she may take appropriate action.

### **Parental Requests for Leave during Term Time**

Permission for holidays in term time will only be granted in exceptional circumstances at the discretion of the headteacher. Where holidays are taken which do not fall into the exceptional circumstances category, these will be recorded on a pupil's attendance record as unauthorised absence.

All holiday requests must be put in writing to the headteacher.

If a pupil is withdrawn from their class during term time there is disruption to the learning process which can result in the pupil falling behind his/her group.

Extra reading books may be taken from school and parents may wish to encourage a pupil to create a scrap book or journal whilst away, however, time cannot be made up by the school providing work for a pupil to complete during a period of absence. Extra work cannot replace the quality teaching time which a pupil misses in such circumstances as much learning takes place in paired and group activities which cannot be replicated away from school.

Class teachers will, where appropriate and possible, try to make up missed learning with pupils once they have returned to school.

### **Exceptional Circumstances**

Where exceptional circumstances arise, the school will be very happy to discuss an individual child's personal needs and requirements. A plan of support will be drawn up in consultation with the child's class teacher, and, if appropriate, the inclusion officer.

### **Responsibility**

It is essential that all members of staff are good role models in their punctuality and attendance. In order for this policy to be effective, everyone involved in school must make good attendance a high priority.

### **Attendance Leads and Support**

The attendance lead in school is Andrea Simonsson and the deputy attendance lead is Kate Thomas. Andrea and Kate can be contacted through the school office on [info@farncombe.surrey.sch.uk](mailto:info@farncombe.surrey.sch.uk)

**Policy reviewed: Autumn 2022**

**Next review: Autumn 2025**