

Authorised Absence Policy

Holbrook aims to welcome everybody into our school. We will support all children and staff and provide challenging, fun and exciting learning activities. We will encourage everybody to learn, and learn from mistakes, to be independent and cooperative.

Introduction

We believe that regular attendance is crucial if the children of Holbrook Primary School are to achieve their potential and meet the five outcomes of every child matters: be healthy, stay safe, enjoy & achieve, make a positive contribution, achieve economic success.

This policy should be considered alongside the Wiltshire Local Authority Attendance Policy.

Aims

The law defines compulsory school age as between 5 and 16 years. It is the responsibility of the parents, Local Education Authority and Holbrook Primary School to secure high quality education for the children of Holbrook School as well as provide a welcoming atmosphere that makes pupils feel safe and valued. We give priority to achieving high attendance for all of our pupils.

- To support the school vision and aims
- To ensure that all children achieve their full potential
- To support all pupils to achieve their maximum possible attendance
- To support all parents to achieve maximum possible attendance by their children
- To ensure the safety of all pupils by recording absence and lateness accurately
- For parents to understand their role in maintaining attendance
- For registers to be accurate and used effectively
- For authorised absence to be minimised and allocated fairly and consistently
- For unauthorised absence to be reduced
- To clarify procedures for recording and acting on absence

Principles of Practice

The role of parents

Parents have a legal responsibility to ensure that their child attends school regularly and that their child arrives at school on time (8:45am) and is collected at the end of the school day (3:00pm). It is the parent's responsibility to inform Holbrook Primary School why a child is absent and to provide all necessary details.

Registers

Class teachers are responsible to completing the register at the start of the morning and afternoon sessions. The register is a legal document. If a child is not present for the register and arrives late this will be recorded as an unauthorised absence.

Data from registers will be collated weekly and stored electronically.

Authorised absence

Only Holbrook Primary School can authorise absence. An absence is not automatically authorised if a note or holiday form have been completed. This is at the Headteacher discretion and will take into account previous attendance and the reasons provided for absence. **Absence for holidays will not be authorised at Holbrook Primary School.**

In the event of illness parents should contact the school before 10:00am on the first day of absence. The school may contact parents after this time if their child is absent from school. A written note should be provided on the child's return to school.

Unauthorised absence

Her Majesty's Inspectors define unauthorised absence as *"Absence from school for any period as a result of a premeditated or spontaneous act by the pupil or parent or both. This includes parentally condoned absence."* The Local Education Authority works with Holbrook Primary School to reduce the number of children missing school. We will contact the Educational Welfare Officer if:

- Any child has 20 or more unauthorised absences in one school year
- Any child's attendance falls below 80%
- A child is withdrawn from school for an unauthorised holiday

Parents will be contacted and supported to improve the attendance of pupils whose attendance is cause for concern. This may include the following:

- Parenting contracts
- Fixed penalty notices
- Fast track to prosecution

Celebrating attendance

Good attendance is celebrated at Holbrook Primary School. Children with outstanding attendance receive certificates during celebration assemblies.

Conclusion

This policy should be considered alongside other relevant policies. It will be reviewed by the governing body as part of its schedule of policy review.

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