



Thurlaston CE (Aided) Primary School
Teaching and living the Christian way of life

Attendance Policy

Approved

Date February 2022

Review date February 2025

Attendance Policy

Regular attendance at school is crucial in ensuring that pupils fulfil their potential and as such school strongly encourages regular attendance and good punctuality. School presents children with 100% certificates each term and each year.

Attendance

Legislation does not permit for absences from school to be granted except in exceptional circumstances; for illness and medical appointments and for attendance at other educational establishments. To assist parents in booking holidays the school publishes its holiday pattern each summer for the coming year. Term dates are regularly printed in the weekly newsletters.

Children should usually be in school unless they are ill. If a child has diarrhoea or vomiting they should be absent from school until they have had a full 24 hours clear of any instance. Other illness may require different lengths of time off school. School holds a poster in the office detailing the expected times off school for each illness. Please ring the school before start of school on the first day of absence and then every other day until return to school.

If a child has a medical appointment, please inform the school in writing in advance of the appointment. If it is an urgent appointment then the school may be informed by telephone.

If it is known a child is going to be absent an Absence Request Form should be completed with as much detail as possible so that a decision about whether the circumstance is exceptional can be made. If it is agreed the circumstance is exceptional a letter will be sent granting authorised absence. If it is refused a standard letter will be sent declining the absence and informing parents of the consequences including the potential for a fixed penalty fine.

Children with a number of unauthorised absences (consecutive or spread throughout the year) may be referred to the LA who may consider issuing a fixed penalty fine.

Punctuality

Children who arrive late at school disrupt not only their own learning but also the learning of others.

Children are expected to arrive at school on time and ready to learn. The school day starts at 8:45am with registers being taken at 8:55am. Children should be in their class and ready to work at registration time. Children who arrive after 8:55am need to enter school by the school office. A record of the time of arrival is kept at the office and is monitored.

Children who arrive late are marked in the registers as late. A child who arrives after the registers have closed is classed as arriving Late after Registers Close which is counted as an unauthorised absence for that session.

End of day

The school day ends at 3:15pm and parents should arrive on time to collect their child. If a child is not collected by 3:25pm the child will be taken to the office and the parent will be telephoned to ask them to collect their child immediately. If a parent is going to arrive late for an unforeseen

circumstance the office should be contacted so the child can be adequately supervised until their collection can happen.

School Closures and Extreme Weather

It is extremely rare for the school to be closed during term time and the decision is not taken lightly. **School will only be closed for the safety and well-being of both pupils and staff.** Should the school need to be closed for extreme weather or in emergency circumstances the school will inform parents through contacting Radio Leicester who will announce it. Please listen to Radio Leicester for announcements should the weather seem extreme. The school will also update the home page of their website with details. Please ensure you refresh the page regularly.

If school is open to pupils but your child is unable to attend because you believe it is unsafe for you to travel please ring the school to inform the office of the child's absence and it will be recorded appropriately.

Notification of absences

Please ensure the school is informed of absences before start of school on the day of absence. All absences should be confirmed in writing on return to school if not requested in advance in writing.

If a child is absent for more than one day please contact the school every other day to update the school. Longer term absences should be discussed with the school.

School is not obliged to send work home for the child during absences. However, we would encourage children to read and practise times tables and spellings if off.

Non-notification of Absence

If school does not receive notification of a child absence before 10am the school office will ring parents in the order on the contact sheet to ascertain why the child is absent. This will be recorded in the Late Book (and highlighted in orange). If no contact can be made the Designated Safeguarding Lead will be informed or in their absence one of the deputies to decide if this is a potential safeguarding issue and take appropriate action from all the information available.