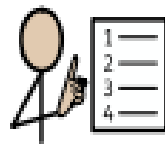
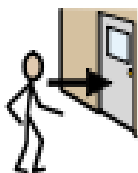




Family Friendly



Attendance Policy

At Old Park school, pupil attendance is everyone's responsibility. We recognise that :

- good attendance helps the pupils in our school community to maximise their learning
- good attendance is central to raising standards and pupil progress
- if a child is absent from school and the school has received no notification from a parent or guardian, there may be a safeguarding concern

Consequently, we are committed to promoting excellent levels of attendance in order to enable our pupils to take full advantage of the educational opportunities available to them.

Role of School

The Headteacher will oversee the school's work in promoting good attendance. The school is responsible for the accurate recording and monitoring of attendance and ensuring that the policy is consistently used.

The Headteacher, supported by Deputy Head Teacher (Pastoral and Well-Being) will ensure that issues are identified as quickly as possible and that support can be offered and put in place prior to attendance becoming an issue.

Registers are completed by class teachers at 9.10am in the morning. Primary registers are completed at 12.45pm in the afternoon. Secondary and Post 16 registers are completed at 1.15pm. All pupils are then entered onto the Integris information management system by the school office administrative team.

Pupils are marked late if they arrive after these times. Registers officially close 20 minutes after these times and pupils are then marked as 'Unauthorised absence' if they arrive later, unless an acceptable authorised reason is given. All late arrivals must report to the school office.

Role of Home and Family

We ask families to:

- treat school staff with respect.
- communicate as early as possible, circumstances which may affect absence or require support.
- ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open.
- ensure that their child is punctual at the start of the school day.
- notify the school of any absences by 8.30am.
- provide the school with up to date contact details and telephone numbers for every adult with parental responsibility.
- ensure that school has at least two emergency contact numbers.
- complete a 'Leave of Absence' request form for any time required off school that is not due to illness or medical appointments i.e. exceptional circumstances.
- collect their child on time.
- work with the school to improve matters if attendance become an issue.

Key Vocabulary and Contacts

Authorised absence - when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. E.g. if a child has been unwell and the parent telephones the school to explain the absence. An absence can also be authorised when the school has given approval in advance for a pupil to be absent. Only the school may authorise an absence. E.g if a child needs to attend a medical appointment.

Unauthorised absence - absence is unauthorised if a child is absent without good reason, even with the support of a parent.

Leave of Absence - a request for an authorised period of absence. Where reasonably possible, we expect parents to contact the school at least two weeks in advance. Leave is only granted in exceptional circumstances. What is exceptional is at the Head teacher's discretion.

At Old Park school we use the following definition of exceptional circumstances:

'Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.'

Requests for authorised 'Leave of Absence' will not usually be approved if the child's attendance in the previous school year was less than 90%.

When Concerns Arise

If poor attendance becomes an issue you will be notified by letter from the school. Informal support is available via our Family Support Lead and School Health. If poor attendance persists, then you will be invited to discuss this during a meeting in school.



More Information

The school office can be contacted on 01902 818905. Please leave a message on the answerphone if no one is available to answer your call.

A copy of the schools full Attendance Policy can be found at [Old Park School - School Policies](#)