

# TATWORTH PRIMARY SCHOOL

## CAFOS ATTENDANCE POLICY

Reviewed by the Premises and Curriculum Committee 9 June 2016

Ratified by the Full Governing Body 14 July 2016

Date of Next Review: June 2018

### **Rationale:**

Good habits which are established early in life continue into adulthood and help to develop good working routines and relationships which in turn lead to personal success and high self-esteem. Regular attendance at school underpins success in all areas of the curriculum. This policy is in line with all other schools in the Chard Area and reflects county and national policy. All pupils should achieve at least 96% attendance with the aim of 100%.

### **Actions:**

In order to achieve this we will:

- reward good attendance
- liaise with partner schools
- create common attendance procedures across all CAFOS schools
- regularly raise awareness via newsletter/school website

### **Roles and responsibilities:**

All staff:

- sensitively promote the importance of regular attendance
- provide good role models in terms of punctuality

In addition – Teaching/Office Staff:

- record absences accurately
- liaise with Parent Family Support Advisor (PFSA) if appropriate
- contact parents/carers if pupils are unwell
- monitor patterns of attendance and report to the Headteacher

In addition – Headteacher

- action any requests for holiday during term time – always unauthorised unless there are exceptional circumstances
- liaise with external agencies and other local schools
- contact parents/carers using standard letter if attendance is a concern
- monitor pupil lateness and send standard letter home if appropriate

Governors:

- monitor the impact of the policy and review every two years

Parents/Carers

- contact school by close of registration on the first day of illness/absence
- avoid holidays during term time
- provide medical evidence of absence if required

Pupils:

- make every effort to maintain a good attendance record in order to achieve their potential
- arrive at school on time

**Persistent absence(PA):**

PA children are those who have reached/missed the following number of sessions (half a day) by the end of:

- Term 1: up to October half term      at least 10 sessions
- Term 2: up to Christmas              at least 22 sessions
- Term 3: up to Feb half term          at least 30 sessions
- Term 4: up to Easter                    at least 38 sessions
- Term 5: up to May half term          at least 46 sessions
- Term 6: up to end of July              at least 46 sessions

For any pupil who has missed a targeted number of sessions, medical evidence will need to be provided for any absence.

The school has adopted this policy by way of promoting a 'common approach' in all local schools.