

Toft Hill Primary



School Attendance procedures

Attendance

Legal requirements

- By law, all children of compulsory school age (5 to 16) must receive a suitable fulltime education.
- Parents have a legal responsibility to make sure this happens - either by registering their child at a school or by making other arrangements to give them a suitable, fulltime education.
- Once their child is registered at a school, parents are legally responsible for making sure they attend regularly.
- If they do not attend regularly parents will be contacted by their child's school or the local authority.
- Local authorities have a duty to step in if they believe a child is not getting the education required by law, either at home or at school.
- A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school; they must start school in the term following their fifth birthday. A child continues to be of compulsory school age until the last Friday in June in the school year that they reach the age of 16.

- **What do we do to encourage good attendance?**
- Regular newsletters are sent to parents to remind them of attendance procedures.
- Termly attendance certificates for parents to see how their child is doing.
- Weekly 'best attendance' trophy for the class with the highest attendance.
- Termly (and yearly) attendance awards for 100% attendance (badges, rulers pencils, vouchers).
- In line with the national procedures for all schools we do not authorise holidays within term time, unless there are exceptional circumstances. (The dictionary definition of exceptional is 'unusual' or 'rare'.)
- Attendance is monitored by school managers, Governors and the LA. We set annual attendance targets with the LA.

- **What do we do if a child is absent or persistently absent and attendance percentages fall?**
- Registers are taken at the start of morning and afternoon sessions.
- The School Secretary checks the registers, and then contacts parents. We operate 'First Day Absence' procedures – parents are contacted by text message or telephone to remind them to contact school to give a reason for their child's absence. Some parents also e-mail the school or leave a voice mail message these are both checked at the start of each day and at regular intervals thereafter.
- Senior managers review attendance on a regular basis and pay particular attention to any pupils who are regularly and persistently absent or late.
- Letters are sent to parents if attendance falls below 95% and/or children are regularly late.
- Some parents are asked to provide medical letters, if necessary, when pupils are absent due to illness.
- Parents may be fined if unauthorised absence reaches 7 full days (or more) in a 12 week period.
- Parents may be prosecuted if attendance does not improve.