



NEWBOLD SCHOOL ATTENDANCE POLICY

*Reviewed by Mrs J Crissey December, 2021
Ratified by Newbold School Board of Governors January 2022
Next review, December 2023*

AT NEWBOLD SCHOOL WE EXPECT THAT:

1. Children

- a. Attend school regularly.
- b. Arrive on time

Parents / Carers should:

- c. Ensure their child attends school regularly.
- d. Not take casual days off to treat their children.
- e. Ensure their child arrives on time for school (8:45am).
- f. Ensure their child is picked up on time at the end of school (3.30 p.m, Monday to Thursday and 12:30pm on Fridays. (**F1** 12.10pm for morning sessions and 12.30 p.m. on Fridays).
- g. Contact the school, on the first morning of absence, if their child is unable to attend for a valid reason and provide a note if necessary and call or email daily to confirm continued absence thereafter.
- h. Inform the school at least the day before if appointments are booked for doctors, dentists etc...
- i. Inform the school immediately if their child is presenting COVID-19 symptoms (see [COVID-19: guidance for households with possible coronavirus infection](#)).
- j. Inform the school immediately if anyone in their household has tested positive for COVID-19 and keep their child home for 10 days or until a negative test has been returned).
- k. Support the school in its aim to raise the achievement of their child through full attendance at school.
- l. Provide at least 2 (preferably 3) urgent contact numbers to the school.

2. The School should:

- a. Ensure efficient and accurate electronic registration of pupils.
- b. Contact parents/carers if a child fails to attend without a satisfactory explanation.
- c. Investigate any unexplained absences and, if deemed necessary, send a member of staff to the parents' home. Call the police if parents cannot be contacted.
- d. Promote positive attendance.
- e. Liaise with Bracknell Forest Education Welfare Office, as needed.

REGISTRATION PROCEDURES

The register is a legal document.

- Our registers are electronic and are taken at the beginning of each morning and afternoon
- Lateness will be noted. The school gates will be closed and locked after all staggered start times have passed for security reasons.
- Parents should not enter the school building **at any time** without an invitation.

POSITIVE ATTENDANCE PROMOTION

We try to promote positive attendance by Impressing upon parents/carers the importance of regular attendance in raising standards throughout the school.

Monitoring

- Class teachers will bring any concerns about absence or persistent lateness to Mrs Crissey, the Headteacher.
- Parents will be issued with late slips in their child's book bag. More than 3 absences/late slips in one week will require parents to make an appointment with the class teacher to discuss any issues that may be affecting persistent lateness.
- After the parent-teacher discussion, the class teacher will refer any further late arrivals to the Headteacher.
- The Headteacher will contact parents/carers where deemed necessary.
- The Headteacher will refer persistent latecomers to the Education Welfare Officer, where deemed necessary.

Extended holidays

Children should be in school during term time. It is not in their interests to take extended holidays when they will miss vital instruction and activities related to their programme of study. Furthermore, it is not reasonable to expect the class teacher to prepare extra work for the child to take with them whilst holidaying, with the resulting marking, or to personally coach that child on return so that they can catch up with their peers.

The Headteacher **will not** authorise children's absences due to holidays during term time.

Unauthorised absences for extended or term-time holidays will incur a fine of £50 per day.

Any parent/carer who may find it absolutely necessary for their child to be away from school during term time must complete an absence request form and submit it to the school office. ***It is illegal for a child to be withdrawn without permission and we are obliged to report such absences to the Education Welfare Office.*** Parents/carers will need to make quite clear the reasons for withdrawal during term times and these **may not** include the following:

1. Availability of cheap holidays
2. Availability of accommodation
3. Better weather
4. Overlap with the beginning or end of term
5. Birthday treats and trips

Please note that children should be sent to school only if they are well enough (see Sick Children Attending School Policy). Children should not be sent to school if they have a raised temperature or need any medication (such as, Paracetamol, Calpol, Ibuprofen).

Children with a temperature at or over 37.7c will be sent home. If a child's temperature rises to 37.7 or over, we will call the parents to come and collect him/her.

(See our Health and Safety, Safeguarding, Admission First Aid, and Sick Children Attending School policies)