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**HAVERIGG PRIMARY SCHOOL**

**ATTENDANCE POLICY**

**September 2017**

**What is considered good attendance?** Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered above 95% or approximately no more than one day of absence each half term.

**What is an acceptable absence?** An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. For example, if a parent takes a child out of school to go shopping during school hours. School will not authorise an absence when no prior notice has been given to school, unless in very exceptional circumstances.

Good attendance is essential for your child to achieve academically, emotionally and socially at school

85% attendance results in half a term absence over a year

75% attendance results in one year absence in 4 years

**Attendance  
Percentages**

90% attendance results in one day absence every 2 weeks or 4 weeks over a school year

Good attendance is above 95% (average attendance is 94.9%)

Staff and parents will work together to ensure good attendance.

**Parents will:**

* Ensure that their child arrives at school on time;
* Ensure any child arriving after the start of school accesses school via the main entrance;
* Contact the school on the first day of any absence before 9.30am (reasons will only be accepted from parents/carers of child concerned);
* Contact the school in advance if their child will be absent for any reason (eg medical appointment);
* Make any requests for absence due to holiday on a holiday form available from the school office.

**School will:**

* Take registration each morning and afternoon (2 sessions per day);
* Consistently record reasons for absence and indicate if absence is authorised or not;
* Record an attendance as ‘late’ after 9am; (arrival after 9.30am is deemed ‘late after registers close’ and is classified as an absence for the morning session);
* Contact parents/carers on the first day of any absence if no reason is given by 10am.
* Contact parents/carer if attendance becomes a concern (below 85%) and invite parent/carer to school to discuss ways that attendance can be supported and improved.
* Ensure that parents are aware if their child’s attendance has the potential to become a concern by informing them if it falls below 90%.

School will only grant applications for holidays in term time in special circumstances and when:

* Holidays do not take place in September;
* Holidays are not during national assessment during May;
* A child’s attendance is above 90% (during the previous 12 months)