

Archibald Primary School

Policy Summary Attendance

This document is a summary of our school policy on attendance. If you require further information please consult the policy which is available from school.

Our school attendance target is 95%.

We expect all children on to attend every day, as long as they are fit and healthy enough to do so.

We reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

What is authorised absence?

- An absence is authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent informs the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

What is unauthorised absence?

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

If a child is absent

- If a child is absent we expect the child's parent or carer to let the school know the reason for the absence. The school office is open from 8am to receive telephone calls.
- If a child is absent from school and school is not aware of the reason we will endeavour to contact the parents carer to find out why the child is absent.

Requests for leave of absence

- The headteacher is not permitted to grant leave of absence for pupils during term time unless there are exceptional circumstances.

Fixed Penalty Fines

Fixed penalty fines of £60 per child per parent can be issued by Middlesbrough Local Authority in certain cases, for example, taking holidays in term time, being stopped during truancy sweeps or being in attendance procedures.

Medical Appointments

We expect parents and carers to arrange medical appointments outside of school time, however when this is not possible, pupils should be collected from school prior to the appointment. The adult collecting the child will need to sign the pupil out. When possible pupils should return to school after their appointment. Unless unavoidable pupils should not miss a whole day of school for a medical appointment.



"Every child is special in our happy, caring school."
Každe dziecko jest wyjątkowy w naszej szkole szczęśliwy, troskliwy

"Každé dítě je zvláštní v naší šťastný, pečující školy."
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