

Asquith Primary School Attendance Policy and Withdrawal from Learning Policy Summary



As a school, we take attendance very seriously. We know that the vast majority of parents/carers support this – THANK YOU! We have made a few changes to our policy.

If you would like to read the full policy then please visit our website: www.asquith.notts.sch.uk, in the meantime we have produced this summary to remind you of our expectations and the changes that we have made – please read carefully!



What expectations does school have regarding attendance?

- Children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.
- At Asquith Primary School our current attendance target for children of compulsory school age is 96%.
- School will provide parents/carers with a half termly attendance report.

How is attendance recorded?

- Registers are taken at the start of both morning (8:45am) and afternoon sessions.
- Every session of absence is classified by the school, as either AUTHORISED or UNAUTHORISED.
- The school gates close at 8:45am. If your child arrives after this time, they will need to enter school through the front reception and their details will be recorded by office staff.
- If your child arrives after 9:00am they will be recorded as being 'late after the registers have closed'; this will show as an unauthorised absence in their overall attendance figures.

My child will not be at school today, what do I do?

- If your child is going to be absent from school, you need to let the school office know by 9:30am.
- If you know they will be absent for a number of days, you must inform the school office and give a predicated date of return.
- If your child has a pre-arranged unavoidable medical appointment, then the school should be informed prior to the day of the appointment along with evidence such as an appointment card / text message or letter. Your child should be in school before and after the appointment where possible.

My child needs to have medicine, what do I do?

- If your child is well enough to be at school, then you must bring them.
- If they need medicine during the day, then you are welcome to arrange with the school office to come in and give them their medicine.
- If you are unable to come in during the day, you must complete a 'Medicine Authorisation Form', available from the school office, school staff will administer the medicine. School can only administer prescribed medication.



Why was my child's absence unauthorised?

Unauthorised absence is when a child is away from school without the permission from the school in cases such as;

- Parents keeping children off unnecessarily.
- Truancy.
- Absences that have never been properly explained.
- Children who arrive at school too late to get a mark.
- Parent/carer has not informed school before 9:30am.

Absence can only be authorised by school, parents/carers can not authorise any absence.

I want to take my child out of school during term time, what do I do?

When your child is taken out of school during term time they are being withdrawn from learning and will miss some of their education;

- Withdrawal from Learning will only be authorised in very exceptional circumstances, unless it is an emergency.
- You will need to complete a Withdrawal from Learning form (available from the school office) at least four weeks before the absence is due to begin.
- You may need to meet with the Head teacher to discuss your Withdrawal from Learning request.
- Where leave is taken during term time, whether authorised or not, the reasons will be logged on your child's records.



What happens if my child's attendance is below 95%?

- Attendance is monitored on a weekly basis.
- If your child's attendance falls below 95% (or seven sessions missed in the Autumn Term), you will receive an Attendance Update Letter. You may arrange a meeting with the Head teacher if you wish to discuss any issues.
- If there is no subsequent improvement and your child's attendance falls below 90% then you will be informed that this could lead to a penalty notice fine being issued or prosecution.

Will my child be rewarded for good attendance?

Yes – they will!

We want your child to develop positive learning habits and attitudes that will serve them well in the future and attending school regularly and on time is a key part of that positivity. Rewards will include;

- Certificates
- 'Wear Your Own Clothes' wristband

