

Asquith Primary School Attendance Policy and Withdrawal from Learning Policy Summary



We take attendance very seriously as a school and we know that the vast majority of parents support this – THANK YOU! We have made a few changes to our policy from the start of the 2021-2022 academic year.

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 the 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%.



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 gates close at 8.50am. 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 absence in overall attendance figures.



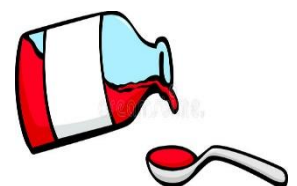
My child will not be at school today, what do I do?

- 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 or prescription. Your child should be in school before and after the appointment where possible.



My child needs to have medicine during the day, 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, if you complete a 'Medicine Authorisation Form', available from the school office, school staff will administer the medicine as prescribed.



Why was my child's absence unauthorised?

Unauthorised absence is when a child is away from school without the permission of 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

It is up to the school to decide if an absence should be authorised or not.



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 will need to meet with the Head teacher to discuss your request, after which you will be notified of the decision to grant your application or not.
- 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)) Then you will receive a warning 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.



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

