

# PLYMOUTH COLLEGE PREPARATORY SCHOOL



## ATTENDANCE POLICY

### Including Early Years Foundation Stage

#### **SIMS Registration**

Form teachers are responsible for completing their register at morning and afternoon registration. It is important that we adhere to the SIMS codes. As soon as the teacher has finished registering the class the register should be saved. All information will be collated by the receptionist. In the event of a fire this information will be crucial. Any pupils arriving at school after the register has been taken should be sent straight to reception to sign in.

Pupils who have to miss registration period because of a school function should ensure that they have reported in to reception or to their form teacher before going to their activity/lesson.

If a pupil is ill parents should ring in to reception to let us know. The receptionist will then inform the form teacher. The receptionist will contact parents of unauthorised absences by 11.00am.

If pupils are being taken off site for an activity (e.g. games fixture) it is important that the teacher in charge of the trip leaves an accurate list of those pupils going on the trip with reception.

Staff should keep a separate register for after schools clubs.

#### **Repeated late arrival or absence**

Should a pupil be late for school (after 0900) more than three times in a half-term, without good reason, the parents are spoken to by The Headteacher or Deputy Head.

Unauthorised absences are always followed up on the same day and in the case of a pupils having more than two unauthorised absences in a term the parents are spoken to. In both cases should the matter not be rectified then a formal letter is sent. All data is recorded on our SIMS attendance registers.

#### **Procedure to keep hard copies**

Every month a copy of the registration will be printed as a hard copy and stored initially in the school office and archived for 3 years.

#### **Authorisation slips**

It is desirable that pupils are not taken out of school for holidays or visits. However where this is unavoidable parents should fill in and return a holiday request form (Appendix 1) at least a week before the pupil misses school. These forms should be signed by the Headteacher and returned to the parents with a copy to the child's form teacher.

Mr C Gatherer

**Headmaster**

March 2017

Review Date: March 2018

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## REQUEST FOR ABSENCE DURING TERM TIME

To: The Head Teacher

Please authorise absence for ..... Class:.....

and ..... Class: .....

From: ..... To: .....

Name of Parent(s)/Guardian(s): .....

Address: .....

.....

.....

### REASON FOR REQUEST DURING TERM TIME

I/We understand that the school is not obliged to grant this request.

Signature of Parent(s)/Guardian(s): .....

Absence authorise/ not authorised: .....

✂.....

### RETURN TO PARENT(S)/GUARDIAN(S)

Pupil Name: ..... Class: .....

Absence authorised/not authorised From: ..... To: .....

Signed: ..... Date: .....

(Teacher in Charge/Head Teacher)

## **SCHOOL ATTENDANCE – HOLIDAYS IN TERM TIME INFORMATION FOR PARENTS**

Schools may authorise absence during term time to enable pupils to go away on holiday with their parent(s): Approval is not automatic.

Save in exceptional circumstances, a pupil shall not be granted more than 10 (ten) school days leave of absence in any school year (Education Pupil Registration Regulations 1995).

The duration of the absence and the date of return should be agreed by the school before making any arrangements.

Where the requested absence is greater than 10 (ten) days, the school may impose conditions on its approval of the holiday.

The following advice is provided in the Department for Schools, Children and Families:

### **FAMILY HOLIDAYS DURING TERM TIME**

- Wherever possible, you should take your holidays during the school holidays.
- Avoid taking your child on holiday at times when he or she should be taking exams or tests.
- You should not expect your child's school to agree to a family holiday during term time. The school will carefully consider your request and they may take your child's attendance record into account.
- Schools will not agree to your child missing more than a total of ten school days for family holidays in any one school year, unless there is a very good reason.
- If your child is off school for more than 10 days, the school may set work for him or her to do while they are away.