



Absence Policy and Procedures

(Whole School including EYFS)

In order to maintain best practice in achieving low unexplained absences, and in accordance with 'missing children' and child protection procedures, the following will apply.

All parents will receive a communication from the school at the beginning of the school year asking them to telephone into school by 9.00 am on the first day of an absence stating the pupil's name, class and reason for the absence. If the school telephone is not answered by a member of the office staff, parents should leave a message with the above information on the answering machine.

If the school does not receive a telephone call by 9.30 am, the school will contact the parents to ensure the absence is recorded and details taken.

On the first day of the pupil's return to school it is essential that a short written note or email covering the time of absence and the reason for it is given in to the school. This note should be given to the class teacher or emailed to the school office.

If a pupil is absent for more than three consecutive days the school expects to hear from the parents with an update. The office will make a home phone call after five days if we have not heard how a pupil is progressing towards better health and return to school.

Our Absence Procedure is included each term within our school diary.

Procedures for Recording Absences

- Teachers mark online ISAMS registers with the correct code.
- Parents/carers are reminded regularly for the need to send in a written note or email explaining any absence.
- Teachers keep a tally of each pupil's absences through ISAMS.
- Any absences which have not been "authorised" by a written note from a parent/carer are followed up with an absence enquiry letter being sent home by the office.
- If the enquiry letter is not answered within a week, it is followed through with a second absence enquiry letter being posted home with a covering letter explaining the legal requirement of an absence note.
- Parents/carers are informed that if there is no response within a further seven days this will result in the pupil's absence being recorded as "unauthorised".
- The Deputy Head and School Office staff check the registers on a half-termly basis to ensure no extended absence or erratic attendance have been missed.



- The Deputy Head will follow through any irregularities by asking the parent/carer to attend a meeting at the school.
- The class teacher will print an attendance summary at the end of the academic year which will be stored in the child's UPN folder.

Missing Children (see Missing Child Policy)

If a pupil gives notice to AHS (other than at 7+/11+ transfer with its accompanying paperwork), the School Administrator completes the database asking the parent to inform us of the next school placement. If we do not have a follow-up call from the next school within a week the School Administrator will contact the next placement to ensure the pupil(s) enrolled.

Any pupil who we cannot trace to their next school will have their details passed on to the local Education Authority. They can act promptly in discharging their statutory duties to identify children who are not receiving a suitable education.

Reviewed October 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 GB