

## **SUMMARY OF THE ATTENDANCE POLICY**

At Cheddington Combined School we aim to ensure high levels of attendance and punctuality by all pupils. We work in partnership with pupils, parents, staff and governors. We monitor attendance and endeavour to quickly identify and solve any concerns. We may call on the support of the First Response and Education Welfare Service team if needed.

We understand that good attendance is essential if children are to take full advantage of school and gain the educational and social skills which will equip them for life. Therefore we expect them to be in school, on time, each day the school is open, unless there is a good reason for their absence. Parents must notify the school on the child's first day of absence and provide written reason for the absence on the first day of the child's return to school. All absences are followed up by the school. All children are registered twice daily at the start of each session, and records are kept as required by County procedures.

In 2013 the Department for Education Statutory Guidance on school attendance stated that the Head Teacher may not grant any leave of absence during term time unless there are exceptional circumstances. Parents who do not ensure good attendance, and who take their children out of school during term time unauthorised, may be fined in accordance with Government Policy.

Roles and responsibilities:

The school will:

- Keep accurate records of attendance.
- Follow up all absences.
- Work together with parents/carers to promote and maintain good attendance.

Parents/carers will:

- Ensure their child attends school and is punctual
- Notify the school on the first day of an absence
- Provide written reasons for absence on the first day of the child's return to school
- Sign their child in/out if required during the school day

Policy reviewed: Spring 2022

Date of next review: Spring 2024