



Pupil Attendance Procedures

Principle:

The Governors see full attendance in School as important for the education of each pupil.

Practical Application:

The Governors expect:

- The Head Teacher will ensure that **Attendance Registers** are kept in accordance with the legal requirements,
- The Head Teacher will ensure that procedures exist which will encourage full attendance through careful **monitoring of absence.**

Procedures:

The following will provide the basis of good practice within the School:

- The *Governors' Mission and Pastoral Committee* will receive a report on attendance at each meeting;
- Electronic registers are marked twice daily in accordance with statutory guidance;
- Parents/ carers are expected to provide a reason for their child's absence;
- Attendance figures are provided on individual Pupil reports;
- Pupils arriving 50 minutes after the close of registration are marked as an 'unauthorised absence' if no valid reason is given;
- Pupils' attendance is scrutinised, appropriate action and intervention is implemented where necessary;
- A number of different events will take place in order to encourage good attendance;
- The school is not able to authorise term time holidays.
In exceptional circumstances, applications of this nature will need to meet the criteria and will be decided upon by the Head teacher.
- Penalty notices will be issued if the appropriate criteria are met;
- Prosecution for unauthorised absences may also be used.

Reviewed: Every two years

Next review: December 2019