

COWORTH-FLEXLANDS SCHOOL

ATTENDANCE POLICY

AIMS AND OBJECTIVES

- Ensure regular attendance and punctuality by all pupils
- To be informed of pupils welfare from non-attendance
- Promote respect for others by arriving in time and not taking unnecessary holidays during term time which might lead to disruption of the teaching and learning programme.

LEGAL RESPONSIBILITIES

- Parents have the prime responsibility for ensuring that registered pupils of compulsory school age attend school regularly.
- The Head is required to ensure that an attendance register for all pupils on the school roll is taken twice a day; once at the start of the morning session and once during the afternoon session.

PUPIL REGISTRATION – SCHOOL RESPONSIBILITIES

- Class Teachers will call the register at 8.40 a.m. and again in the afternoon at 1pm for pre-prep and 1.30pm for Prep.
- The register is posted electronically by teachers on the Engage MIS, in the event of the Engage system not functioning correctly teachers are pass a list of absences to the School office by 8.40am and 1.45pm.
- Morning Registration closes at 8.40am; if a child comes into school after this time they must go to the School Secretary to be marked in as Late.
- Cases of unauthorised absence at the time of registration will be followed up by School Secretary by calling parents between 8.40am and 9.30am and the reason for absence added to the register.
- The School Secretary will print a list of all absent pupils at 9.30am and again at 1.45pm and retain as a school record and for use in a roll call in the event of a Fire. The school secretary also prints and laminates class lists each term for roll call use.
- Further records of attendance are printed by the School Secretary to meet current legislation.

PARENT'S RESPONSIBILITIES DURING ABSENCE OF A CHILD

If a child is sick, the parent should notify the school during the first morning by 9.30am. Upon return to school the parent should inform in writing the reason for the absence.

HOLIDAY ABSENCE

Very occasionally family holidays may need to be taken in term time. If a parent needs to withdraw a child for a holiday the school Absence Form below needs to be completed in advance and authorised by the Head. These will only be considered in exceptional circumstances. Term time absence is disruptive for the child's education and can also cause disruption to their peers.

There is no parental right to ten days holiday absence. Please note that the school cannot authorise more than ten days absence except in very exceptional circumstances and all absences beyond 10 days will be designated unauthorised absence.

Signed:
Chair of Governors

Dated: 26 May 11

COWORTH-FLEXLANDS SCHOOL

Valley End
Chobham
Woking
Surrey
GU24 8TE

HOLIDAY/OTHER ABSENCE REQUEST

Child's name: Class:

I request permission for my child to be absent from school.

From: To: (inclusive dates)

Total Number of School Days absent:

The reason for this absence request is as follows:

Parent's Signature:

Date:/...../.....

For office use only:			
Term:	Year:	Number of days previously taken :	Total Days absence (including this request):

Head's Comment:

Head's Approval Signature:

Date:/...../.....