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The Hayfield School Policy Statement: ATTENDANCE
Reviewed: May 2010

RATIONALE AND PURPOSE:

- Every child has a fundamental right to be educated.
- Parents and teachers have a duty to ensure maximum attendance at school.
- Attendance checks are:
 - a statutory duty
 - legal data which can be used in court
 - a control system; quality audit tool
 - an expectation in that they keep pupils on their toes
 - subject to league table analysis
 - performance indicators
- Maximum pupil attendance should be enabled through valuing high attendance rates and students should be encouraged to take full advantage of their educational opportunities by attending regularly.
- External factors, which influence pupil attendance should be recognized and the school should work in partnership with parents and other agencies to address difficulties.
- Registration should be used to:
 - identify patterns of non-attendance at an early stage
 - resolve personal/social difficulties where possible
 - provide an effective and efficient system for the monitoring of attendance.

BROAD GUIDELINES:

- It is the responsibility of all teaching staff to complete registers with support from the Attendance Officer.
- All staff should be meticulous in registration procedures.
- Registration should be formal and businesslike.
- Roll Call should be completed twice daily – P1 and P6.
- Registers should be completed as per instructions, which relate to statutory guidelines.
- Registers must show whether absence is authorised or unauthorised and appropriate symbols used as indicated.
- Parents may not authorise absence - only the school can do this.
- Group Tutors should alert Year Tutors of any concerns re attendance/absence patterns.
- Teaching staff should take a register at the beginning of each lesson in order to track pupil attendance lesson by lesson.
- Unauthorised absence should be followed up directly.
- Lateness is unacceptable and will be reported to the Year Tutor. Break detention will be served for lateness without acceptable reason.
- Pupils arriving after 10.30 a.m. in the morning are deemed to be absent for that session (half day).
- Parents will be contacted by the Attendance Officer on each day of absence unless they have informed the school as to the reason for the absence and the likely date of return to school.
- Parents are required to provide written notification explaining the reason for absence, on the first day of their child's return to school. Written notification is required before any absence is authorized.
- Pupils whose attendance falls below 85% will be referred to the EWO

HOLIDAYS IN TERM TIME:

Holidays in Term Time (Statutory Instrument 2006 No. 1257)

- There is no entitlement to parents to remove their child from school for the purposes of a holiday in term time.
- Holidays in term time will only be authorised in exceptional circumstances for which written evidence should be provided.
- Holiday forms must be returned to school at least 14 days before the requested start of the holiday.
- Returning the form does not guarantee that the request will be approved.
- Once a decision has been made by the Headteacher (or delegated person) no further correspondence will be entered into.
- The Headteacher (or delegated person) has the authority, through current legislation, to decide whether or not to authorise any absence taken due to holidays in term time.
- Absence following unapproved holidays requests will be unauthorised.