



ATTENDANCE POLICY STATEMENT

- The school follows the attendance policy of N.E.L.C. as a maintained school
- All pupils are expected to attend school on 190 days a year if the school is deemed safe to operate.
- Exceptional circumstances with regards to school not being safe to open is endorsed by the local authority and the governors with a communication system in place to give notification
- A register is taken at the start of the morning and afternoon sessions and a total number of attendees is recorded.
- Registers are used as a roll call in an emergency situation. They are retained by the office after registration.
- All absences should be recorded by registration time for the correct coding to be entered in the registers.
- If a message is not received by 9.30 a.m. then the school contacts Parents/Carers.
- Holidays are coded as unauthorised absences and may lead to a penalty notice.
- The school works closely with the Education Welfare Officer who regularly scrutinise the registers. The EWO may carry out home visits in order to pursue a low percentage absence rate.
- Children who attend school after the close of registration are marked as late.
- There is a special coding for children who are out of school attending an educational visit.
- Medical appointments are coded.
- Exceptional circumstances may be coded as approved absences.
- The government set an annual attendance target 96%
- 100% Attendance attainment is celebrated with badges and certificates.

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Reviewed every 2 years **Reviewed October 2019**