



Headteacher: Miss A Purcell

Attendance

Ide Primary School is committed to providing a full and effective educational experience for all pupils. We believe that if pupils are to benefit from education, regular and punctual attendance is crucial. As a school, we do all that we can to ensure maximum attendance for all pupils, and to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

We understand that attendance can be affected by different types of absence, including illness, but we do aim for every child to attain 97% attendance in order for them to gain full benefit from their time at school. We regularly monitor attendance and are advised by the Education Welfare Service in any areas of concern.

The doors to school open at 8.50 a.m. when children may enter classrooms. The register is taken at 9.00 a.m. Afternoon registration takes place at 1.00 p.m.

Whilst very occasional lateness might be unavoidable, if your child arrives late this does impact on the start of day routine. If children arrive after 9.00 a.m. they will be marked as late and after 9.10 a.m. the morning session will be recorded as unauthorised absence.

If a child is ill, or absent from school for any reason, it is expected that the parent/carer will ring in to the school office in the morning before 9.15 a.m. to inform the school of the reason. The school has an answer phone and it is acceptable for a message to be left on this. If no message has been received, the school office will contact parents to check on the welfare on the child. If the absence is for more than one day, the school should be kept informed on a daily basis.

If we identify that a child's attendance has fallen below 97%, we write to parents to offer support and advice.

If there are problems which affect a pupil's attendance, we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times. Our school encourages 100% attendance for all our pupils where possible.

Ide Primary School, High Street, Ide, Exeter, Devon, EX2 9RN

Telephone: 01392 259964

Email: admin@ide.devon.sch.uk

As of September 2013 an amendment to the Education (Pupil Registration)(England) Regulations 2006 came into force whereby pupils should only be granted authorised absences by the school in 'exceptional circumstances'. A family holiday is not considered by the Government to be 'exceptional circumstances' and therefore may not be authorised by the school. Whilst we empathise with individual circumstances it is important for parents to understand that the Headteacher does not have flexibility under these Regulations.

If you would like to request absence for your child, including medical appointments or external exams, please complete a Form S2 – Request for Absence form.

Unauthorised absence

Schools are required to notify the Local Education Authority if a student has unauthorised absences. Unauthorised absences can be acquired when:

- Leave has been requested, but the circumstances are such that the school is unable to authorise the leave (and the leave is still taken anyway).
- Leave is not requested and/or the school has grounds to believe that the child has been taken out of school for an avoidable reason (example – a family holiday). Sometimes, there have been occasions when schools have been notified that the pupil is sick, but the school discovers or reasonably believes that the reason given for the absence is not genuine.
- A child continually arrives late after the registration period has closed.
- The Head Teacher has the authority to unauthorise any absence that they feel is avoidable.

Unauthorised absences totalling 5 days (10 sessions) in any one academic year will be discussed with the Education Welfare Service and a Penalty Notice may be issued. Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £60 if paid within the first 21 days, this increases to £120 if paid between the 22nd and 28th day. Also, if a Penalty Notice has already been issued within the previous 2 years then the Local Authority will proceed straight to Magistrates Summons.

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