

Pupil Attendance Policy

Elmfield's policy on school absence is simple and is intended to support the curriculum. The school places a strong value on all lessons and activities provided during the school day, and full attendance is considered essential. In this way, disruption is minimised for each individual pupil and for the class as a whole.

The following are permissible reasons for absence:

- Sickness
- Medical appointment which cannot be arranged outside school hours – including visits to an Educational Psychologist, for example
- Religious observance
- Visit to an open day or interview for another school or college
- Attendance at a funeral
- School sponsored activities such as class outings, work experience, exam leave, careers advice
- Statutory/legal meetings e.g. probation review
- Family holiday discussed with and agreed by the school in advance
- Approved sporting activity
- Traveller absence
- Educational visit or trip

The following are some examples of reasons that are not permissible for absence and which will be classed in the registers as “unauthorised” by the school:

- Family holiday not agreed by the school
- Leisure activities
- Birthdays/celebrations
- Music festivals
- Driving lessons
- Babysitting siblings
- Shopping
- Choosing not to join a class trip
- Choosing not to take part in, or failing to organise, work experience after the exams in Class 10. If your son/daughter needs to do his/her work experience at a different time in the school year please consult the appropriate class guardian well in advance for permission.

Whatever the reason for any absence, the school must be notified, wherever possible in advance and in writing to the class teacher or guardian or by telephone call to the Office. Please note that contact by email is not acceptable. Where a child is sick or the absence unplanned, the school must be notified no later than 9.30 am on the day of absence.

Our target attendance for all pupils in Class 1 and above is 90%, but this is a minimum and in practice, most pupils have a much higher attendance rate. Where the school has concerns about a pupil's attendance for whatever reason, we will contact parents/carers to discuss our concerns and to see if we can offer any support to improve the pupil's attendance. This normally addresses the issue but if attendance does not improve, or if the improvement is not sustained, the school will contact the Children Missing Education team to inform them of the problem. However, this is considered a last resort.

Last updated: 16th November 2017

Updated by: Diana Ball