



Elmfield Rudolf Steiner School

Pupil Attendance Policy

January 2019

Policy Tracker – Responsibility for monitoring this policy: Diana Ball (Education Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
08/01/19	Diana Ball	Education Lead	
25/01/19	Diana Ball	Education Lead	

Pupil Attendance Policy

Elmfield's policy on school attendance is simple and 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 9.30am on the day of absence.

Our target attendance for all pupils in Class 1 and above is 95%, but this is a minimum and in practice, most pupils have a higher attendance rate. Where the school has concerns about a pupil's attendance for whatever reason, we will inform parents/carers in writing and ask if we can offer any support to improve the pupil's attendance.

Persistent absence (defined as attendance of 85% or below occurring repeatedly) will result in parents/carers being asked to attend a meeting with the Education Lead to discuss their son/daughter's attendance.

Medical evidence may be requested if illness is the reason given for the pupil's absence from school. 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: 25th January 2019

Updated by: Diana Ball