



# Elmfield Rudolf Steiner School

## Pupil Attendance Policy

March 2020

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Simon Birch (Interim School Lead)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Council of Management</b>
08/01/19	Diana Ball	Education Lead	
25/01/19	Diana Ball	Education Lead	
28/02/19	Diana Ball	Education Lead	
28/02/19	College of Teachers		19/03/19
15/08/19	Name change updated		
11/03/20	Andy Plant	Education Lead	
15/7/20	Name change update		

# 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.

This policy is applicable to all pupils of statutory school age and above, i.e. in the Transition group or in Classes 1-11.

The following are generally considered permissible reasons for absence and are classed in the registers as "authorised 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 related activities such as class outings, work experience, exam leave, careers advice
- Statutory/legal meetings e.g. probation review
- Approved sporting activity
- Traveller absence
- Educational visit or trip

The following are some examples of reasons that are generally not permissible for absence and are classed in the registers as "unauthorised absence":

- Family holiday
- Leisure activities
- Birthdays/celebrations
- Festivals
- Driving lessons/tests
- Babysitting for siblings
- Shopping
- Choosing not to participate in a class trip
- Choosing not to participate 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.)

If you wish to apply for leave of absence for your child for any reason, please fill in the Application for Leave of Absence for Exceptional Circumstances form (see last page of this policy). The form should be submitted to the school office at least four weeks before the planned absence (where possible), either in hard-copy form or as an email attachment.

Where a child is sick or the absence unplanned, the school must be notified no later than 9.30am on the day of absence.

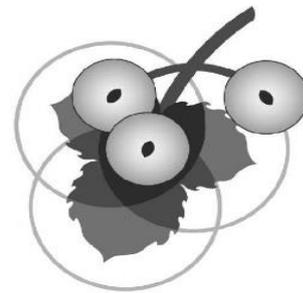
Our target attendance for all pupils in Class 1 and above is currently 95%, but this is a minimum and in practice, most pupils have a higher attendance rate. We will inform parents/carers in writing if their child falls below 95% attendance in a given half term and ask if we can offer any support to improve the pupil's attendance.

If the pupil's attendance falls below 95% on two consecutive occasions, parents/carers will again be notified in writing and parents will be asked to explain what they will do to improve their child's attendance. Very low absence (defined as attendance of less than 85%) will result in parents/carers being asked to attend a meeting with the Education Lead to discuss the situation.

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 reserves the right to contact the relevant local authority's Children Missing Education team to inform them of the problem. However, this would be considered a last resort.

Last updated: 11<sup>th</sup> March 2020

Updated by: Andy Plant



## Application for Leave of Absence for Exceptional Circumstances

(must be submitted at least 4 weeks before the first day of absence)

### Please read the following guidance carefully

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, children are at school for 176 days and at home for 189 days. Where possible holidays should be taken during the school holiday period in order not to disrupt your child's education.

Please complete and submit this form if you want your request for your child's leave of absence for exceptional circumstances to be considered. This form can be handed in to the school office or emailed to [info@elmfield.com](mailto:info@elmfield.com). The School will consider the reasons for the request carefully and will notify you of the decision within five days. For further information, please refer to our Pupil Attendance Policy.

<b>Name of child:</b>		<b>Class:</b>	
I am applying for leave of absence for my child for (please give reason)			
from:	to:	Number of school days:	
This <b>cannot</b> be arranged during the school holidays because:			
Has your child already had leave of absence in this school year?		YES / NO	
If YES, please give dates and details:			
Signed: (Parent/Carer)		Date:	

<b>To be completed by the School</b>		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		<b>95%</b>
Having considered your request carefully, the decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed:	Name:	Date: