

Appendix A - Academy Specific Information

Name of Academy / School:	Cranford Primary School
Name of Person at the Academy with Responsibility for Strategic Approach to Attendance:	Rob Tyman
Name of Member of Staff to Contact regarding Absence on a Day-to-Day Basis:	Please contact school office.
Name of Member of Staff to Contact for More Detailed Support on Attendance:	Please contact school office.

Vision and Values:

At Cranford we aim to create for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Obviously, we would like to see pupils as close to 100% as possible but understand that at times, we all get sick. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any child's absence disrupts teaching routines so may affect the learning of others in the same class.

Times:

Registration session opens:	8:45am
Register closes:	9:15am
Afternoon Session start time:	1:15pm

Promoting and Incentivising Good Attendance:

In our academy we celebrate good attendance in assembly and talk to the children about the importance of being in school every day.

Process for Notification of Unplanned Absence:

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30am or as soon as practically possible by calling the school office (see also section 7). We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Procedure for Dealing with Unexplained Absence:

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may continue to try or may contact social care or the Police if concerned. After 3 days of absence with no contact the school will refer the case to the local authority.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

Procedure for Lateness:

A pupil that arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Procedure for Requesting Leave of Absence:

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define an 'exceptional circumstance' as **SHORT/ NECESSARY/ UNAVOIDABLE. Family holidays during term time will not be authorised.**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via the School Office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision