



All Saints Avenue Margate Kent CT9 5QN 01843 290131 www.cherrytreeeducation.co.uk

OUTSTANDING IN ALL AREAS

CHERRY TREE SCHOOL ATTENDANCE POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023, SEPTEMBER 2024, SEPTEMBER 2025

DATE OF NEXT REVIEW: SEPTEMBER 2026

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

Cherry Tree Attendance Policy and Procedure

Introduction

At Cherry Tree, we are committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from all the learning opportunities available to them.

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils.

Parental / carer responsibility

Parents / carers have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

Absence due to illness etc.

Please inform the school office before 9.00 a.m. on the first day of absence to explain the absence. It is the parent / carers responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe. Parents / carers should regularly update the school and inform on when their child is returning. A note/telephone call should always be sent/made to inform the school of planned absence (medical appointment etc.). All absences must be covered by note when the child returns to school. If a note is not received, the school must record the absence as unauthorised.

The School Office Manager completes the school register at the beginning of each morning and beginning of the afternoon session. The School Office Manager will notify the Headteacher/Operations Manager of pupils whose attendance is causing concern.

Lateness

Cherry Tree understands that sometimes lateness is beyond our control. Where there is a valid reason for lateness, the school must be informed as soon as practically possible. Frequent lateness will be discussed with parents / carers to enable any issues to be identified and resolved.

Requests for holidays during school time

From September 2013, the Department for Education amended the Student Registration Regulations, removing the Headteacher's ability to authorise leave of absence for the purpose of a family holiday.

It is the policy of the school that permission will only be given in exceptional circumstances based on the child's needs and would be discussed with all agencies involved before a decision is made. These circumstances are likely to be unusual and particular to the child.

Authorising Absence / Exceptional Circumstances

Only the Headteacher can authorise absence due to exceptional circumstances which may include:

- sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent/carer)
- religious observance
- where an absence from school is recommended by a health professional as part of a parent/carers or child's rehabilitation from a medical or emotional issue.
- to attend meetings important for Looked After Children
- where a reduced timetable has been formally agreed via a risk assessed intervention / support plan
- the death or terminal illness of a family member or person close to the family.
- to attend a funeral of a family member or person close to the family.
- service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Children Absent from Education

Where a child is frequently absent from education, we will go to the home and arrange to see the child and parent/carer to discuss ways forward and any concerns.

Children Missing Education

Where a child is missing from education, Local Authority guidance will be followed if the whereabouts of the child is unknown and the school have failed to locate him/her.

**This policy will be reviewed at least annually by the Headteacher
and or the Management Committee**