

ATTENDANCE POLICY

The Governors see regular school attendance as extremely important. All absence is monitored on a regular basis by both the Headteacher and the chair of governors. We are pleased to say that with very few exceptions Chilton pupils have maintained very good records of attendance during the previous school year. The rate of unauthorised absence was 0.47% for the last year. This is a figure we seek to maintain. Our school day begins at 8:50am. Children should arrive at school on time. Lateness disrupts registration, delays the start of lessons and is bad training for later life. Where a child is late on four or more occasions during a month, the parents will be contacted. If lateness persists, the Education Welfare Office will be asked to investigate.

Pupil Absence

Parents must request that absence be authorised by the school if they intend to take a holiday during term time or make an occasional day visit. The school may grant up to ten days authorised absence in any one academic year. However, parents must be aware that all absence interrupts a child's educational programme and may affect academic results. Absence in May causes problems with both internal school tests and national external testing (SATs). Governors will not authorise any holidays during May. Shopping trips are not a valid reason for absence and such absence will be recorded as unauthorised. Wherever possible medical appointments should be made outside school hours.

In the interest of pupils' safety all absence is monitored on a daily basis. We request that parents telephone the school on the morning of the first day of your child's absence. If we have not heard from you a member of staff will try to telephone you to ensure that your child is safe. A short note on their return would also help us maintain accurate records. The school will follow up absence where no reason is given and where necessary use the services of the Education Welfare Office. Unexplained absences are recorded as unauthorised absence.