



ATTENDANCE POLICY

Introduction

This policy is to enable the St Paul's Steiner School to work positively and clearly with parents in matters relating to attendance. We hope that with this clarity we will be able to support the children's education and fulfil the legal responsibilities lying with the parents and School.

Please write or talk to the school before arranging any activity that may get in the way of your child's attendance.

The legal requirements:

The law requires that parents ensure that:

- All children of compulsory school age receive "an effective education, suitable to his or her age, ability and aptitude".
- All children of compulsory school age (5 to 16) receive full-time education - 5 days per week during term time.
- All children attend regularly.

If parents do not do this they are liable to prosecution.

The law requires that the School:

- Has an enrolment register in which all children are entered on joining the School
- All children listed as enrolled will have their names entered in the appropriate attendance register
- Takes an attendance register twice a day: at the start of the morning session and once during the afternoon session. The register shows whether the pupil is present, engaged in an approved educational activity off-site, or absent.
- Communicates with the Educational Welfare Officer of our Local Authority (Islington) in case of persistent lateness or unauthorised absence.
- Gives all the requested statistics to the DfE and Ofsted.

At St Paul's Steiner School we:

- Regard any unnecessary absence as undermining the education. Our teaching methods make it almost impossible to catch up with learning and work missed, or for it to be done at home.
- Regard punctuality as healthy and appropriate and consider avoidable lateness as hampering the pupil's development.
- Do not encourage requests for holidays during term time and we will only give permission in very exceptional circumstances. We have longer holidays than state schools and many independent schools.
- We regard the children's health as paramount and encourage parents of sick children to keep them home until they are fully better and in a fit state to learn (and have had 24 hours clear of fever) before coming back to school.

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