



## Attendance Policy

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Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

### WHY?

- ✓ The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- ✓ Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).
- ✓ Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.
- ✓ Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
  - Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
  - Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- ✓ Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- ✓ Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above

is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

- ✓ There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.

## SCHOOL RESPONSIBILITIES

- ✓ To communicate clearly the attendance procedure and expectations of the school.
- ✓ Maintain appropriate attendance data.
- ✓ Have appropriate registration processes in place.
- ✓ To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- ✓ Inform parents/carers of what constitutes authorised and unauthorised absences.
- ✓ To have systematic and consistent daily records which chart absence and lateness.
- ✓ To report to the Local Authority and support their work with pupils as necessary.
- ✓ To report to the Government on attendance twice a year.
- ✓ To consistently administer the attendance procedure.
- ✓ To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- ✓ To promote good attendance

## PARENT RESPONSIBILITIES

- ✓ To have children in class ready for teaching by the start of the day at 8.50 a.m.
- ✓ To inform school of any absence.
- ✓ To request leave of absence as far in advance as possible.
- ✓ To make applications for leave of absence in writing on the school's Leave Of Absence Form, giving the reason for the request.
- ✓ To work with the school to improve lateness and attendance.
- ✓ To avoid medical and dental appointments during the school day.
- ✓ If parents, guardians or carers are worried about their child's attendance at school they should:
  - Talk to their child; it may be something simple that needs your help in resolving
  - Talk to your child's class teacher in the first instance.

## **ABSENCES DURING TERM TIME**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

*Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.*

*Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice.*

If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

**AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS**

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- ✓ Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.
- ✓ Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- ✓ There are 190 school days (380 sessions) a year which your child is expected to attend.

## **LATENESS**

Punctuality is an important life skill. It is also polite.

- ✓ Children must be in class by 8.50am each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after 8:50am.
- ✓ The school gates are open from 8:30am and there are staff on duty so you can drop your children and go if you wish. The gates will shut at 8:50am. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.
- ✓ Lateness is monitored and the school will follow this up.
- ✓ If the arrival at school is after the registers have closed at 9.15am, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises.

If a pupil is late due to a medical appointment, this can be an authorised absence coded 'M'. It is best to make appointments outside of school hours or during school holidays, but we understand this is not always possible

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the

importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem.

### **Every Day Matters**

This policy is reviewed every 2 years by the governing body in line with the policy review schedule.