



# Attendance Policy

*'You have filled my heart with greater Joy'*

*Psalms 4:7*

**Headteacher: Jo Trahearn & Shelly Geeson**

**Ratified by: Jo Trahearn**

**Release Date: 23<sup>rd</sup> Oct 2022**

**Review Date: 1<sup>st</sup> July 2024**

**Expiry Date: 23<sup>rd</sup> October 2024**

## Aims

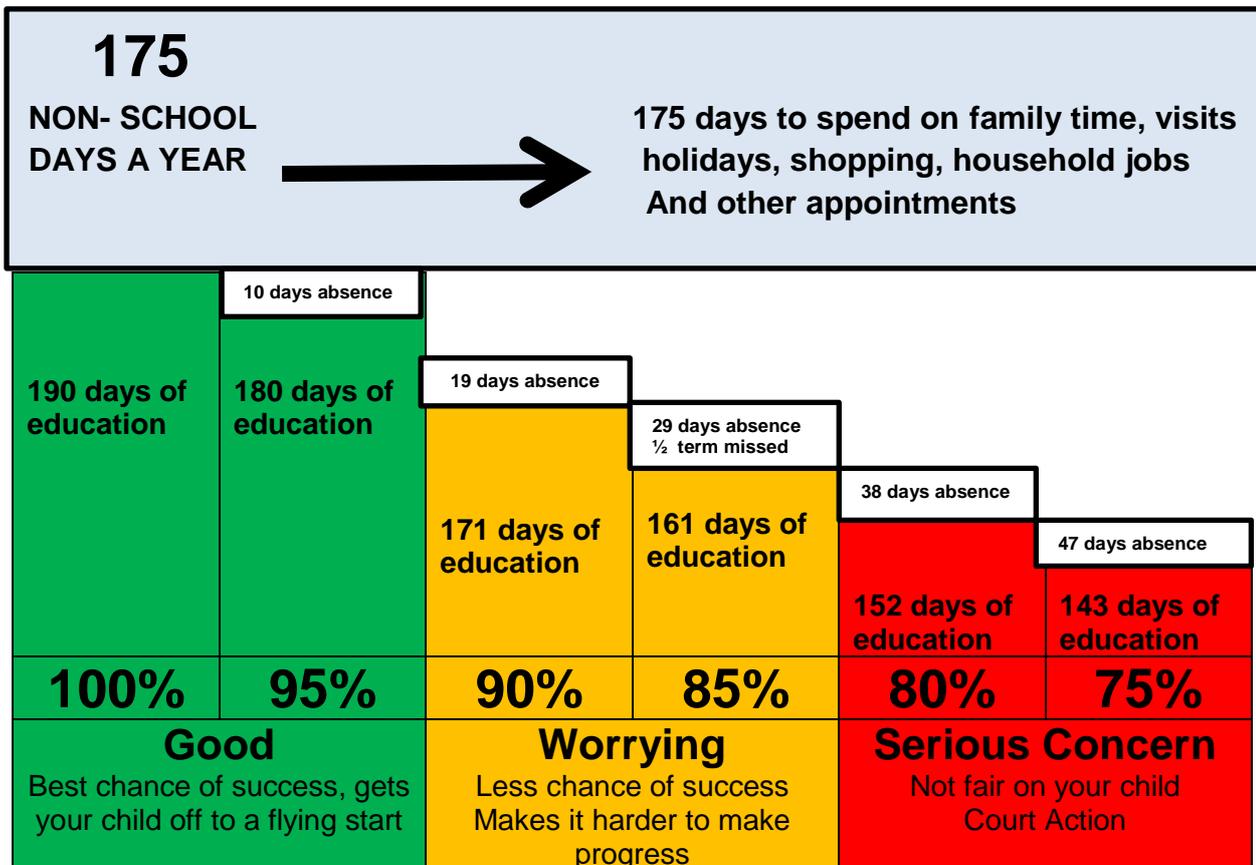
Our attendance policy aims to:

- take a rigorous and proactive approach to ensure high levels of attendance and punctuality;
- support pupils and their parents/carers to ensure the highest possible levels of attendance and punctuality;
- ensure the school is committed to all pupils having full and equal access to the best education that we can offer in order to increase learning outcomes;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- clearly outline how the school regularly monitors and evaluates persistent absence / lateness and the school's response to managing attendance/lateness which is causing concern and having a negative impact on pupil outcomes;
- ensure attendance meets Government and Local Authority targets.

## Being at school

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

## *Days off school add up to lost learning*



- Please don't let your child miss out of the education they deserve.
- Every school day counts

## Expectations

### We expect that all pupils will:

- attend school every day
- attend school punctually
- attend appropriately prepared for the day
- discuss promptly with their class teacher or school office any problems that may affect their school attendance.

### We expect that all parents/carers will:

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school by **8:45 daily to report** absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.
- Complete an absence request form for exceptional circumstances

## Absence Examples

Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none"><li>• genuine illness of the pupil;</li><li>• hospital/dental/doctor appointment for the pupil;</li><li>• major religious observances</li><li>• visits to prospective new schools</li><li>• external exams or educational assessments.</li></ul>	<ul style="list-style-type: none"><li>• shopping /day trip / visit to a theme park; a birthday treat;</li><li>• oversleeping due to a late night;</li><li>• looking after other children / other family member;</li><li>• appointments for other family members</li><li>• holidays/ long weekends during term time</li><li>• due to snow, unless school is closed.</li></ul>

### The school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any child's or parent's concerns.
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- contact parents when a child fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, **only the school can authorise the absence**. In the case of long term

or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

- encourage good attendance and punctuality through a system of reward and recognition.
- inform parents of the % attendance of all pupils.
- **Trigger point 1** = less than 93% attendance school to make initial enquiries regarding pupils who are not attending regularly to diagnose reasons behind non-attendance and offer support where appropriate. E.g. ELSA support, Breakfast club
- **Trigger point 2** – less than 90% Headteacher to send a letter of concern, follow up phone call to discuss reasons for non-attendance and actions to be put into place to improve attendance E.g. Meet & Greet. Attendance closely monitored.
- **Trigger point 3** – no improvement Headteacher to hold meeting with parents. Possible referral to Education Welfare Officer; possible home visit.
- Failure by the family to comply with the planned support set by the Educational Welfare Officer may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.

## Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For pupils, the school gates are open from 8.35am and the school operates a soft opening where on arrival children go straight to their classroom. **All children should be settled in their classroom by 8.50am**

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.50 am and **registers close at 9:15 am**
- Pupils who arrive before 9.15am but after 8:50 am will get a late mark (L) Pupils who arrive after 9:15 am when register has closed will receive an unauthorised absence (U) for that session.
- Afternoon registration is taken at 1.10pm.
- If your child is frequently late (5 times or more per term) we may ask to meet with you to identify any issues that are causing your child to arrive late at school.
- Persistent lateness by a pupil will be dealt with by the school and may be referred to the Educational Welfare Officer.
- Pupil's attendance and punctuality is recorded on their annual report and will be passed on to future schools as necessary.

Your child's education is important and being late will mean:

- Missing the beginning of lessons
- Not hearing important information about school and lessons
- Not being able to complete work because your child missed vital information
- Your child being embarrassed at having to enter a room where a lesson has already begun – this can cause anxiety
- Your child failing to learn an important life skill – being on time – this will feed directly into their working life.

## Pupil Leaving During the School Day

During school hours, the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving and the expected return time.
- pupils must be signed out on leaving the school and be signed back in on their return (register book in reception).
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- if a pupil leaves the school site without permission their parents will be contacted. *Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.*

## Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

**In line with the Government's amendments to the 2006 regulations (see Appendix 1), effective September 2013, holidays during term time will NOT be authorised.**

The Headteacher and Governors have determined that:

- **in exceptional circumstances (Family bereavement, Religious Festivals, Off site activities e.g. music/dance exams) permission may be granted, this is at the discretion of the Headteacher, on behalf of the Governing Body.**
- All absences from school must be notified. Request for absence should be submitted, in writing to the Headteacher, by collecting an absence request form from the school office. If the request for absence is not authorised, this does not mean that the absence may not proceed, however if attendance falls below 90% the school may involve the Educational Welfare Officer.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence.

## Penalty Notices

Penalty Notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

## Penalty Notices for Holidays

Unauthorised absences may lead to the school requesting that the Local Authority serves a Penalty Notice to parents in line with the Local Authority's Code of Conduct. More information can be found on the schools section of the local authority website – [www.leics.gov.uk](http://www.leics.gov.uk)

## **Failure to ensure regular school attendance**

Persistent absence: A pupil becomes a 'persistent absentee' when their attendance is at 90% or below. Absence at this level causes considerable damage to any child's educational prospects and we need full support and co-operation to tackle this

Ashby C of E Primary School regularly monitors attendance. Any parents whose children are identified as a cause for concern will be invited to meet with the Head Teacher. If there is no improvement in school attendance, and it is under 90% the Head Teacher will refer to the Educational Welfare Officer who works in partnership with school and parents in support of pupils who are failing to attend school on a regular basis. (Appendix 2)

The Educational Welfare Officer may also issue a Penalty Notice to parent / carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Educational Welfare Officer. Before a Penalty notice is issued, parents will be warned of their liability to receive such a notice.

## **Changing Schools**

It is important that if families decide to send their child to a different school that they inform the school office as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and confirmation from the next school that they have started with them
- The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Inclusion Team and a Child Missing in Education referral will be made.

## Appendix One

### The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

#### Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** currently allow headteachers to grant leave of absence for the purpose of a **family holiday** during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

### The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions

# ATTENDANCE PROTOCOL

