

Attendance Policy

Signed

Gill Marlow

Chair of the Board of Directors

Date approved:	06.09.2022
Approved by:	Board of Directors
Version:	3.1
Date for Review	September 2023

Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	02.04.2019	New Policy	Wendy Ainscough
1.1	01.09.2020	Annual Review	Wendy Ainscough
2.1	07.09.2021	Policy Review	Wendy Ainscough
3.1	06.09.2022	Policy Updated	Rachael Sharpe

Rationale

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. It will contribute to every child being able to maximise their potential at school/

The Education Act 1996 requires parents and carers to ensure their child receives efficient full-time 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 Head teacher, Local Schools Committee, Local Authority (LA), and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the MAT's attendance policy as any absence will have a huge impact on a 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 attendance is achieved. There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- Pupils are expected to attend school for the entire duration of the academic year. Unless there is an exceptional reason for the absence:
 - Authorised Absence may only be granted in exceptional circumstances.
 - 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.
- Keeping your child off school with minor ailments such as a headache, sore throat, tiredness or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Local Schools Committee and the Local Authority

Aims:-

- to encourage 100 per cent attendance and punctuality for all our pupils thus offering all pupils equal access to learning.
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to ensure a consistent approach throughout the school.

We believe that children can only learn effectively if they attend school regularly. It is important too, that children arrive and leave school on time.

Children learn best when they are happy and relaxed. All staff show concern and care about each child's welfare. As attendance is crucial to effective learning and the continuity of learning, school places great emphasis on this in its communication with parents.

If there are problems which affect a pupil's attendance we will investigate, identify and work in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the pupil to full attendance.

Recording Attendance

- The class teacher should complete the register as near to 9am as possible.
- If a child arrives after the teacher has taken the register they are to be marked late using the code 'L' (late before the register has closed).
- The register is closed at 9.15am.
- First contact calling is initiated at 9.15am and must be a priority over other admin tasks. Failure to make contact should be escalated to the Safeguarding Team.
- Staff will make a home visit if they have not heard from a parent on the first day of absence.
- If a child arrives after 9.15 they are marked late using the code 'U' (after the register has closed).
- Children's absence codes are to be updated to reflect the circumstances after contact is made.

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 phone call;
- To attend the family home if no contact is made via phone or email.

- to have systematic and consistent daily records which chart absence and lateness;
- to report to the EWO (Educational Welfare Officer) and support their work with pupils as necessary;
- 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 9:00am;
- to inform school on **every** day of any absence by 9.15am;
- to request an absence from school, in **exceptional circumstances**, parents must complete the 'Absence request form (**exceptional circumstances only**)' in advance of absence, giving the reason for the request;
- to work with the school and EWO to improve lateness and attendance;
- to avoid medical and dental appointments during the school day wherever possible.

The process for monitoring attendance

The school admin team will have regular communication with the Headteacher. Where issues persist the following will be initiated:

Stage 1: Where there are concerns about attendance and punctuality, the school will make verbal contact with home.

Stage 2: If the concerns persist further, the school will write to the parents/carers. (see appendix A)

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the EWO.

Stage 4: If the concerns persist following the meeting, the school will make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues.

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.

- Applications for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Absence request form (exceptional circumstances' only)'. 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'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- There are approximately 195 school days (390 sessions) a year that your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. **Please ensure that your holidays are taken during this period.**

Lateness

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

- Children must be in class by 9:00am each day. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have closed.
- Lateness will be monitored and the E.W.O. (Education Welfare Officer) will follow this up.
- If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.

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

Promoting good attendance

Each school will have their own rewards system for promoting good attendance.

The Board of Directors has a legal responsibility to monitor and evaluate the attendance in their schools. It is the expectation of the Board that this will be monitored and reported to the Board by the Headteachers.

THE LAW IN RELATION TO ATTENDANCE

The current legislation that covers attendance is:

Education (Pupils Registration) Regulations 1995

Education (Pupil Registration)(Amendment) Regulations 1997

Education Act 1996

Education Act 1997.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Appendix A
Attendance letter template.

Date

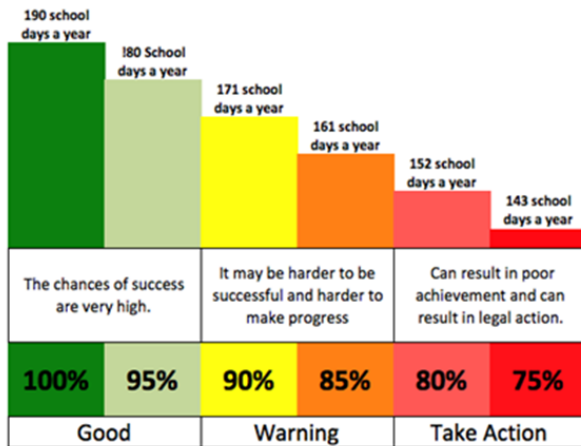
Improving attendance at _____

Dear Parent/Carer of

Your child's attendance this academic year to date:%

As you are aware, we as a school have the responsibility to regularly monitor the attendance of its pupils and report back to you if your child falls below the national average. To help you keep track of your child we are sending this information.

By law it is the parent's responsibility to ensure that their child attends school regularly. This letter is just to inform you of your child's attendance and the possible impact on their education. It is taken from information designed by the Educational Welfare Officer and shows the percentage and number of days in education. A warning system of Green, Amber and Red has been used to make the impact clear. As your child's attendance is below 95% I request that you make contact with the office to book an appointment with me to discuss attendance.



Yours sincerely