



Attendance Policy

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils. Clifton-upon-Teme Primary School's ethos encourages children to feel their presence in school is important and that their contribution to their class and the whole school is missed if they are absent or arrive late.

The policy applies to all pupils in years 1-6, and it also applies to Reception age children who are of statutory school age. Children reach statutory school age in the term after they are 5.

AIMS

- To maximise the attendance of all pupils
- To provide an environment which encourages optimum attendance, and makes attendance and punctuality a priority for all those associated with the school.
- To monitor and support children whose attendance is cause for concern and to work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely with and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have responsibilities in the pursuit of high levels of attendance and punctuality:

Head Teacher

- To ensure that effective systems are in place to monitor individual pupil, group and whole school attendance and punctuality.
- Will celebrate and reward high levels of attendance through certificates and prizes, where appropriate.
- To work in partnership with key agencies over any issues
- To provide the Local Authority (LA) and Education Investigation Service (EIS) with accurate information regarding unauthorised absences.
- To provide governors with information to enable them to evaluate policy success and practice.
- To write to parents/carers regarding any concerns about their child's attendance.
- To arrange meetings with parents/carers to discuss support for those experiencing attendance difficulties.

Governing Body

- To determine and approve an appropriate Attendance policy
- To monitor progress towards annual targets for attendance

- To evaluate the effectiveness of the Attendance policy

Class Teacher

- To provide an accurate record of the attendance of each child in their class using the class register. (The register is a legal document and teachers are required, within their contractual responsibilities to take an attendance register twice a day, at the beginning of morning and afternoon sessions.)
- To respond promptly to any issue raised in the weekly analysis of attendance
- To organise work to be sent home for children in their class who are expected to be absent for an extended period.

Office staff

- To make use of specialist attendance software to record, store and monitor the schools legal responsibilities.
- To monitor and track attendance patterns for all children and prepare relevant reports where necessary.
- To contact parents/carers on first day of their child's absence if contact has not been made, to establish the reason.
- To ensure that a reason for every absence has been established at the end of each week.

Education Investigation Service

- To enforce the law regarding school attendance
- To work with the whole school and monitor individual children's attendance where necessary.

ABSENCE

Lateness

- Pupils arriving after the morning register has closed at 8:45am will be considered as late and must enter via the school office so their attendance can be recorded.
- Pupils arriving after 8:45am will be officially absent for the morning session. This will be recorded as un-authorised unless a satisfactory reason is given and accepted.
- Action to address lateness will be taken to improve punctuality where necessary, in line with the roles and responsibilities of the Class Teacher and Headteacher.

Sickness

- Parents/carers are required to contact the school on the first day of sickness to provide the reason for the absence by 9.00am, and on each subsequent day of absence thereafter. A message left on the answer-phone is acceptable.
- Where office staff are not made aware of the reason for a child's absence by 9.00am they will contact parents/carers on the first day of absence.
- If any member of staff is concerned about a reason for absence they must inform the Headteacher.

Holidays during term time

There is no automatic right to request or take time off during term time. The Education (pupil registration) (England) (Amendment) Regulations 2013 prohibit the Head Teacher of a maintained school granting leave of absence to a pupil except where an application

has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Exceptional circumstances

- Forces Personnel on leave from a foreign posting
- Exceptional significant family events or circumstances – these will be considered on an individual basis with parents/carers
- Parents/carers must always make any request for absence during term time using the leave of absence application form available from the school office, and provide any supporting evidence. Parents/carers must allow the Headteacher and at least two Governors sufficient time to respond to the application, ideally four weeks prior to the anticipated leave date.

The Head Teacher will consider every request individually but the following will **definitely not** meet the criteria:

- Relatives coming to visit
- Cheaper holidays in UK/abroad
- Family day trips
- Visiting family/friends who have different school term times/holidays

If a child is absent for more than **10 consecutive school days** with NO reason provided and no contact from the parent or if leave of absence for a holiday has been refused the school can make a referral to the Local Authority Education Investigation Service (EIS). The local authority may decide to issue a Fixed Penalty Notice per parent/carer per child or prosecute parents/carers in the Magistrates Court.

Sanctions Penalty notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60 if paid within 21 days, or £120 if paid within 28 days.

If despite penalty notices being issued a parent/carer continues to take their child/children out of school during term time, the matter may then be taken before magistrates under Section 444(1) Education Act 1996, where the Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000.

Medical/dental appointments

Parents/carers are encouraged to make these appointments outside of school hours if possible. Absence from school for the above will be considered as an authorised absence; however parents/carers may be required to provide written confirmation of the appointment when requesting time off.

External examinations

Absence from school for the above will be considered as an authorised absence; however parents/carers may be required to provide written confirmation of the examination when requesting time off.

Monitoring and Reporting

All absences both authorised and unauthorised will be communicated to parents/carers at the end of the academic year within their child's report.

Attendance data will be collected on a regular basis and evaluated; the results will be discussed with the EIS where it is deemed necessary.

It is the responsibility and duty of the Headteacher to ensure all unauthorised absences are recorded and reported to the EIS and Local Authority.

Appendix 1

Application Form for pupil leave of absence during term time.

To: The Headteacher of Clifton-upon-Teme Primary School		
Part 1- Parent/Carer to complete		
Pupil Name(s)	Class	
Part 2- Parent/Carer to complete		
Dates for which leave of absence is requested		
From:	To:	No. of School Days:
(first day of absence)	(last day of absence)	
Destination:		
Please give the exceptional reasons for this request. (You may wish instead to attach a separate letter in support of your request)		
Date: Signed (Parent/Carer) Please ensure that this request is made in advance of the anticipated leave date, ordinarily at least four weeks prior to the leave date.		

Part 3 – To be completed by Headteacher (or nominated person)

Levels of attendance

Previous academic year _____ % and current academic year _____%

Child(ren) will / will not be sitting examinations /SATs during this year.

Your request for term time leave has been carefully considered and the following decision has been made:

Leave of absence authorised

☐

Should leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

or

Leave of absence NOT authorised because:

☐

The reasons are not considered exceptional

☐

The leave has not been requested in advance

Signed Date:

Head Teacher

NB, if the school refuses your request and the child is still taken out of school, this will be recorded as unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance by the local authority.