



## **ATTENDANCE POLICY**

**Adopted by the Full governing Body July 8<sup>th</sup> 2013**

**Reviewed June 2014**

**Updated June 2015**

**Updated and reviewed June 29<sup>th</sup> 2016**

### **RATIONALE**

*We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.*

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

Parents whose children are of compulsory school age and registered at school are responsible for ensuring that their children attend school regularly. If they fail to do this they are guilty of an offence and may be given a penalty notice or prosecuted under section 444 of the Education Act 1996.

### **Attendance Targets**

The schools' attendance target for **2015 / 16 is 95.8%**

### **Definitions**

#### **Authorised absence**

- *An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.*
- *Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For*



*example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.*

### **Unauthorised absence**

- *An absence is classified as unauthorised when a child is away from school without the permission of the school.*
- *Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.*

### **Rewards for good attendance**

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term. There are special gold certificates for any child who has 100 per cent attendance for a whole year.

We also look to recognise and reward improved attendance with either a certificate and or a post card / phone call home.

### **ARRIVAL AND REGISTRATION**

- All children should be ready to come into school at **8.50 a.m.** each day although children are entitled to be on the school site from **8.40 am** on either the Infant or Junior playgrounds. The register is taken twice a day at **8.55am and 1.00pm (Infants) and 1:15pm (Juniors)**. A day counts as 2 attendances.
- Morning registration ends at 9.00a.m. If a child arrives after the registration period, he / she will be marked in as Late. After 9.20 a.m. this will become an Unauthorised Absence. The afternoon register is taken at 1.00p.m and 1:15pm.
- It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.

### **ILLNESS AND MEDICAL APPOINTMENTS**

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.



## IF A CHILD IS ABSENT

- When a child is absent, the class teacher will record the absence in the register.
- The school office will endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.
- Parents are, however, expected to email or telephone the school by 9.00am on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

## *Leave of Absence*

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.



- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**

### **LONG TERM ABSENCE**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

### **REPEATED UNAUTHORISED ABSENCE**

- Unauthorised absences remain on the child's record and will be reported to the Warwickshire Attendance, Compliance and Enforcement (ACE) unit.
- Attendance and punctuality are monitored by the ACE and the school. If a child has a repeated number of unauthorised absences, the parents and guardians will be asked to visit the school and discuss the problem.
- The ACE may also visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- The Local Authority has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

### **MONITORING AND REVIEWING**

- It is the responsibility of the governors to monitor overall attendance.



- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- The Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- The school office will be responsible for monitoring attendance on a day to day basis. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the head teacher immediately. If there is a longer-term general worry about the attendance of a particular child, this again will be reported to the Head teacher, who will contact the parents or guardians.

### **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.