



Attendance Policy 2017/2018

As an effective school, we convey our positive regard for regular attendance and punctuality to parents, pupils and teachers. We believe that regular attendance at school is crucial in raising standards of education and in ensuring every child can meet their full potential. Regular attendance is vital for effective teaching and learning. Missing out on lessons leaves children vulnerable to falling behind and as a school we endeavour to make all pupils feel valued and promote positive attitudes to learning.

The Government expects Schools and Local Authorities to:

- Reduce absences including persistent absences
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address any patterns of absence

Parents have a legal duty to ensure their children are registered at school, are punctual and attend school regularly.

Department for Education – Advice on School Attendance July 2017
www.education.gov.uk

What the law says about School Attendance

All children of compulsory school age must receive a full-time education. Children are required to attend school for 190 days (380 sessions) in any single academic year (September - July).

The school expects all children to attend every day that the school is open and that they are on time for registration. Absence that falls below 90% is categorised by the Government as persistent absence.

Parent/Carers **must** ensure that their child is able to attend school for the whole academic year unless there is a reason for the absence which has been approved by the Headteacher.

The School's duty

- To keep regular, efficient and accurate recording of attendance registers. These are completed at the beginning of each morning session and at the beginning of the afternoon session
- Ensure that parents/carers are aware of the times for the beginning of each session, school term dates and other INSET days when a pupil is not expected to attend school
- Notify parents/carers of any immediate school closures e.g. due to bad weather conditions
- Respond to requests for attendance data from the Education Welfare Service, Local Authority, Department for Education, OFSTED
- Notify parent/carer where a child's attendance is a cause for concern
- Notify the Education Welfare Service of individual children whose attendance is a cause for concern
- Work alongside with parents/carers to improve attendance.

The academic year is 190 days. Schools are also required to have an additional 5 days that are used for staff training, often called INSET days. These are not part of the 190 day which is every child's free entitlement and schools endeavour to schedule these to minimise inconvenience to parents and carers. Parent/carers should always assume that the school will remain open during term time unless they hear otherwise.

Leave of Absence during Term Time

The law says that parents/carers do not have a legal right to take their child out of school for holidays in term time. The Headteacher will **not authorise** any holidays during term time. Leave of absence may only be granted for **exceptional circumstances**. Any request for leave must be made in writing to the Headteacher at least 4 weeks before the leave date.

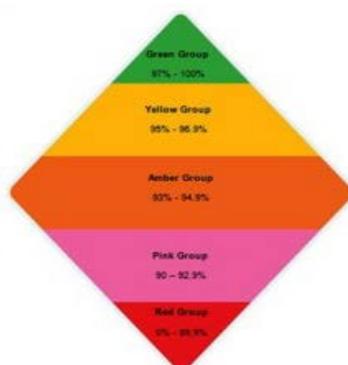
Leave of absence taken without the school's permission or if a child fails to return from a leave of absence by the agreed date, will be recorded as an unauthorised absence and noted on your child's records. **The school may ask the Education Welfare Service to consider a Penalty Notice**. After 10 days of unexplained absence a referral is made the Educational Welfare Officer which can incur a penalty notice.

The penalty notice is £60 if paid within 28 days or £120 if paid after 28 days but within 42 days.

5 days absence reduces the potential annual attendance from 100% to 97.4%

10 days absence reduces the potential annual attendance from 100% to 94.7%

The Attendance Diagram



100-97% Excellent	In a better position to understand what is being taught. Can be supported at the right level.
96-95.9% Good	More effort needed to catch upon lost sessions. Light support required to bring back to expected level
94.9-93% Fairly Good	Starting to struggle to stay in line with peers. Starts falling behind peers
92.9-90% Poor	Feeling a bit lost in lessons. Support needed. With extra support may still struggle to keep on target.
89.9-0% Extremely Poor	Totally lost. Struggling and feeling despondent. Even with intense support may miss targets.

Persistent Absence

Persistent absence is recognised as children who have less than 90% attendance, regardless of whether this is authorised or unauthorised. A persistent absence will be referred to the EWO (Education Welfare Officer) and meetings will be arranged with the parent/carer to set targets for improvement.

90% attendance is the equivalent of missing 4 weeks of the child's education. This can severely affect the child's attainment and progress. It can also affect the child's wellbeing as their friendships and emotional stability can be disrupted.

If a child attends irregularly or there is a pattern to the absences, the Headteacher will request a meeting with the parent/carer. If the attendance fails to improve, a formal referral is made to the Educational Welfare Officer.

Religious Celebrations and Festivals

Authorised leave may be granted for 1 day if it is a main day set apart for religious observance by the religious body the child belongs to and only if it falls on a school day.

Absence due to illness

If a parent/carer considers their child has an illness which may warrant them remaining at home they must first consider whether they feel their child would still be able to take part in the majority of the school's activities. In this case, they should still send their child to school. Should the child become unwell during the day and/or if the school feels that they are no longer able to participate in activities, the school will contact parents to collect their child.

If parents feel that their child cannot take part in the school's activities and would be better remaining at home, then they must contact the school at the latest by 10am on the **first day** and contact the school again if their child is unwell for **3** consecutive days. A 48 hour absence following sickness and diarrhoea is expected.

If contact fails to be made by the parent/carer, the school will contact by telephone. If there is no response, the school will continue to attempt contact. If concerns over attendance continues, support from the Education Welfare Officer will be requested, there may be a referral to Early Help.

If there has been no telephone contact with a family during a period of absence, we ask for an explanatory note to be sent on the day the child returns to school.

Medical appointments

All routine medical and dental appointments should be made outside of school time. Requests for absence may be agreed where these appointments cannot be changed. Approved arrangements will be made for the child to be collected/returned to school as close to the appointment as possible. A copy of the appointment time/letter will be requested.

If a child has a specific medical need which may affect their attendance, it is the parent's responsibility to communicate this to the school with medical evidence and requirements for the care of the child.

Lateness

School begins at 8.45 a.m. and all pupils are expected to be in school for registration at this time. Any child arriving after this time but before the registers close will be marked in as 'late' and must sign in at the office with a reason for their lateness. Registers close at 9.15 a.m. and children arriving after this time are coded as 'unauthorised late'. Persistent late arrivals will be monitored and may be referred to the EWO (Education Welfare Officer).

If a parent/carer knows that their child will be late for school

The school must be contacted with a reason and every effort must be made to get the child into school as soon as possible.

If a parent/carer is having difficulty getting their child to attend school

The school must be notified immediately about any concerns and the school will meet with parents and attempt to rectify the problem.

Early collection of children

The school day finishes at 3.15p.m. for Reception children and 3.30p.m for the remaining year groups. Children are working in class until these times. Early collection disturbs theirs and others learning. Appointments not related to the individual is not a reason for early collection and alternative arrangements should be made.

Promoting Good Attendance

The school likes to celebrate good attendance and has a number of initiatives to reward this.

- **Half termly** good attendance will be celebrated with pupils who have achieved 100% attendance receiving a certificate.
- **End of term** a 100% attendance raffle will be held and the name pulled out will receive a prize
- **End of school year** the 100% attendance pupils will receive a voucher in recognition of their attendance.
- **Class attendance certificate** given out half-termly.

