



Attendance Policy

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INTRODUCTION

Good attendance at school is essential. Good attendance is a key factor in pupil progress, and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that parents/carers inform the school of the reasons for absence.

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 Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- **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/carer'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. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school administrative staff. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

The achievement and maintenance of high levels of attendance is the shared responsibility of parents/carers, the school with its Governing Body and the Local Authority.

AIM OF THE POLICY

- To promote regular attendance by minimising absences from school, thereby reducing levels of persistent absences.
- To ensure that all those responsible for children's education, including parents, carer, staff and governors understand and accept their responsibilities in relation to attendance.

OBJECTIVES OF THE POLICY

- To create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- To promote commitment to education and high achievement
- To ensure pupils are in school for the maximum number of days.
- To enable children to attend school regularly and have the best opportunity to make good progress.

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 telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness
- To report to the Local Authority.
- 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
- To ensure correct coding is used on pupils registration certificates.

PARENT RESPONSIBILITIES

To have children in class ready for teaching by the start of the day at 9.00 a.m.

To inform school on every day of any absence.

To make applications for leave in writing on the school's 'Leave Of Absence in Exceptional Circumstances' form, giving the reason for the request. (see Appendix 1)

To work with the school and other agencies to improve lateness and attendance.

To avoid medical and dental appointments during the school day wherever possible.

Working in Partnership

The Governors and Staff of this school want to work in partnership with parents to ensure that children who attend Winsor Primary are as successful as they can possibly be.

THE PROCESS FOR MONITORING ATTENDANCE

The school Administrator will log instances of absence and lateness and report weekly to the Deputy Head Teacher. Where issues persist the following will be initiated:

Stage 1: Where there are concerns about attendance and punctuality the school will make verbal/written contact with home. Where there is persistent absence (over 10%) a meeting will be arranged between the parent/carer and school.

Stage 2: If the concerns persist the school will arrange a meeting between the parent/carer and a school representative. Our Attendance Management Officer from the Local Authority maybe asked to attend this meeting.

Stage 3: If the concerns persist the school may write to the parents/carers with a 'Fixed Penalty Warning'.

Stage 4: If the concerns persist the school may make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues. Please note that ultimately the Local Authority can take legal action.

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 Head Teacher of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application.

Please note that Head Teachers may no longer approve holidays taken in term time. Should you request a period of absence which is not deemed to be exceptional circumstances you may be issued with a Fixed Penalty Notice for that period of absence.

Penalty notices may also be issued where a child is absent from school due to other unauthorised absence. This will include lateness after the close of registration.

FROM 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. Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence in Exceptional Circumstances'. These may be obtained from the school office. Leave of absence will only be granted where the Head Teacher considers it is due to 'exceptional circumstances'. Parent 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 which 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.

Children must be in class by 9.00 a.m. 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 been taken.

Children who arrive after the registers have been taken must come to the office, where they will be entered into the late book.

Lateness will be monitored by Administrator and shared with the Head Teacher. If the arrival at school is after the registers have closed at 9.30, 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.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays. Where appointments in school time are unavoidable children should only be withdrawn from school for the duration of the appointment, not a whole session. Your child's appointment letter should be shown to the school administrator.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents/carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists, parents/carers will be invited to attend the school and discuss the problem with the Attendance Officer and Deputy Head Teacher.

SICKNESS

Please notify the school on each day of the absence. We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

CHILDREN MISSING IN EDUCATION

When a child fails to attend school without reason the Attendance Officer will take the following steps;

- If a child unexpectedly fails to attend school and no relevant adult has provided information/ can be contacted via phone by 10am the school will immediately send a member of staff to the family home.
- If there is no response at the family home the school will continue to try to make contact until 12 midday. Should there still be no further response the school may notify the authorities who may choose to complete a welfare check.
- Ten Days Absence - any pupil who is absent without an explanation for ten consecutive days will be referred to the local authority, (CME, Child Missing Education Officer).

If at any point there were concerns with regards to safeguarding, a referral would be made to Children's Services.

The law requires all schools, including Winsor, to have an admission and attendance register. All pupils must be placed on both registers. The attendance officer will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- have been permanently excluded.

The LA will be notified as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our School by

- Awarding rewards to any class with 100% attendance for the previous week.
- By awarding individual certificates to individual children who have 100% for each term.
- By rewarding pupil with 100% attendance for the entire year at the annual Celebration Evening.

GOVERNORS

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The school's attendance figures are presented to the Governing Body on a termly basis.

Appendix 1



APPLICATION FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES PLEASE READ THE NOTES BELOW BEFORE COMPLETING THIS FORM.

Pupil Name:

Date of Birth:

Class/Form/Year:

Home Address:

First Date of Absence:

Date of return:

No. school days absent:

Exceptional reason for absence:

Name of parent/s (who child resides with)

Contact Telephone numbers (home/ mobile)

Email address:

Signature of parent/carer:

Date:

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granting leave of absence to a pupil except where an application has been made in advance and the Head Teacher considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Local Authority and this may result in a Fixed Penalty.

Note: If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent/carer for each child.

*For the purpose of education law, parent/carer includes any persons who lives with and cares for the child on a day to day basis.