

Attendance Policy 2018

Introduction

Regular attendance at school is essential to promote the education of all pupils. Broadwas CE 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 Local Authority Education Investigation Service (EIS), Education Welfare Officer service (EWO) and multi-agency teams.

Absence

Lateness

Pupils arriving after 9.00am will be considered as late and must enter via the school office so that their attendance can be recorded.

Pupils arriving after 9.20am will be recorded 'Late after the close of register' and will have an 'unauthorised absence' mark for the morning session 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 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 9.30am, and on each subsequent day of absence thereafter unless a long term illness is envisaged and a planned return date is given.

Where office staff are not made aware of the reason for a child's absence by 9.30am 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.

Medical/dental appointments

Parents/carers are encouraged to make these appointments outside of school hours if possible.

Absence from school for medical/dental appointments 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 external examinations will be considered as an authorised absence. However, parents/carers may be required to provide written confirmation of the examination when requesting time off.

Taster Days at other schools

Absence from school to attend taster days at or entrance examinations for other schools will normally be considered as authorised absence. A written request is required when requesting time off for taster days.

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 Head teacher considers that there are exceptional circumstances relating to the application.

Exceptional circumstances

- Forces Personnel on leave from or immediately prior to a foreign posting.
- Exceptional significant family events or circumstances – these will be considered on an individual basis with parents/carers. Absence from school to attend family funerals will be authorised.

Parents/carers must always make any request for absence during term time using the exceptional circumstances application form available from the school office or the school website, and provide any supporting evidence. Parents/carers should allow the Head Teacher and at least two Governors sufficient time to respond to the application, ideally at least 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:

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

Penalty Notices

See guidance *'Education Investigation Service-Code of Conduct, Worcestershire County Council (November 2013)*.

The issuing of a Penalty Notice is considered appropriate in the following cases:

- An excluded child found in a public place during the school hours of the first five days of exclusion
- Overt truancy detected (including being caught on truancy sweeps)
- Parentally condoned absence evidenced
- Unauthorised leave of absence taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

Other than in specific circumstances, **penalty notices** will only be issued to a parent(s) **if the pupil has at least 12 unauthorised absence sessions recorded against their name within the previous 60 school sessions**. In these cases parent(s) will be issued with a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days within which there should be

no further unauthorised absence sessions. Where the parent(s) fail to comply with the warning a Penalty Notice will be issued.

If a school feels that the criteria for issuing a penalty notice have been met it 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.

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.

Monitoring and Reporting

All absences both authorised and un-authorised 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/EWO 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.

Policy Approved by Governing Body 4th December 2018.

Policy Reviewed and Approved by Governing Body September 2019

Broadwas CE Primary School

Application Form for pupil leave of absence during term time

To: The Headteacher of Broadwas CE Primary School		
<i>Part 1- Parent/Carer to complete</i>		
Pupil Name(s)	Class	
<i>Part 2- Parent/Carer to complete</i>		
Dates for which leave of absence is requested		
From: (first day of absence)	To: (last day of absence)	No. of School Days:
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)		
<i>Please ensure that this request is made in advance of the anticipated leave date, ordinarily at least four weeks prior to the leave date.</i>		

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:

<input type="checkbox"/>
<input type="checkbox"/>

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 an unauthorised absence. This may result in a penalty notice being issued or legal action taken for poor attendance by the local authority.

Appendix 1

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, whole school attendance and punctuality;
- 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.