



# ATTENDANCE POLICY

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*To be read in conjunction with our Child Safeguarding Policy*

# ATTENDANCE POLICY

## 1. WE BELIEVE THAT

1.1 Children cannot learn if they do not attend school - attendance at school is a prerequisite to learning.

## 2. AIMS

- To develop attitudes and behaviour that enable pupils to take an active and responsible role in the adult world.
- To recognise the importance of attendance to the overall achievement of pupils in school.
- To promote a positive attitude towards attendance and good time keeping with pupils and parents/carers, and to reward good attendance.
- To monitor and organise procedures to encourage good attendance.
- To create a climate which gives attendance a high profile and ensures that absence for any reason is kept to a minimum.
- To ensure that non-attendance and poor punctuality are effectively monitored and absence followed up.

## 3. ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of all staff, parents/carers and pupils to ensure good attendance and punctuality to school.

### 3.2 CLASS TEACHERS

- Will ensure that all registers are up-to-date, accurate and completed on time in accordance with school procedures and statutory requirements.

### 3.3 PASTORAL MANAGER

- Will liaise with Leadership and LA Attendance Officer.
- Will ensure that all staff are following procedures on completing registers and refer any concerns/problems to Leadership.
- Can authorise absences for illness and medical appointments but are not obliged to do so, and should not do so when there is any doubt about the reason for absence.
- Will organise Attendance Review Meetings with the LA Attendance Officer.
- Will monitor pupils at risk of persistent absence.
- Will liaise with Leadership and the LA Attendance Officer to agree intervention plans for those pupils who fail to attend school regularly, or have been absent without the school's permission for a continuous period of 10 school days or more.\*

Refer to page 9 of the Child Safeguarding Policy

\*Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006

### 3.4 LEADERSHIP

- Will consider applications for absence from school and communicate with parents/carers.
- Will collate attendance data at the end of each term and the end of the academic year, or as required, and set annual attendance targets.
- Will develop and update strategies to promote and reward good attendance and punctuality.
- Will regularly liaise with the Pastoral Officer and LA Attendance Officer and develop initiatives and strategies to improve/maintain attendance.

- Will monitor and analyse attendance, providing whole school data for internal and external use.
- Will ensure that parents/carers are informed about attendance and the procedures and criteria for authorising absence.
- Will inform the Governing Advisory Board about rates of attendance, making them aware of the strategies used to maintain and improve attendance and punctuality.
- Ensure that all registers are kept for a period of 3 years.
- Include an Attendance Summary in pupils' Annual Report to Parents.
- Will chair an Attendance/Punctuality Panel Meeting with pupils, parents and when necessary invite the LA Attendance Officer.
- Will inform the Local Authority of any pupil who is going to be deleted from the admission register, in line with guidance for children missing from education in 'Keeping Children Safe in Education September 2018'.

### 3.5 PARENTS / CARERS

Parents/carers have a legal duty to ensure their child attends school in a fit state to learn and:

- Will contact the school on the first day of absence, by telephone before 9.00am, giving reasons for absence, followed by written evidence on return, if requested.
- Must apply in writing for leave of absence from school for any known absence 8 weeks prior to a known absence.
- Should avoid taking their child out of school during term time and certainly when school tests or examinations are taking place.
- Will phone or provide a note if they know their child will arrive after 9.10am.
- Will make every effort to arrange medical appointments before or after the school day.

If a pupil is absent from school for two or more days, with no contact from parents/carers, then they may be visited by the LA Attendance Officer.

If there are any potential child protection concerns then all absences will be followed up on day one.

## 4. ABSENCE

4.1 If your child's attendance falls below 95%, absences may not be authorised without medical evidence. If your child's attendance falls below 92% they will be referred and monitored by the Education Welfare Service.

### 4.2 PERSISTENT ABSENCE

If your child's attendance falls below 90%, he/she will become a 'persistent absent' pupil and will be monitored closely. All subsequent absences will be considered unauthorised unless a valid reason, supported by medical evidence, is provided by parents/carers.

### 4.3 LEAVE OF ABSENCE

The Headteacher **will not be able to grant** any leave of absence during term time, unless they consider there are exceptional circumstances related to the application.

Applications for Leave of Absence must be made in advanced and failure to do so will result in the absence being unauthorised and may result in legal action against the parent.

Parents/carers do not have an entitlement to take their child on holiday. If a holiday is taken in term time it will not be authorised and parents/carers could be subject to a Fixed Penalty Notice.

Parents may be liable to receiving a Fixed Penalty Notice for non school attendance if a child is absent with no medical evidence for 8 consecutive sessions (4 days) or more.

## 5. PUPILS

- Pupils should be waiting outside the school playground no later than 8.45am.
- If pupils arrive after 8.50am they will receive a 'late' if there is no acceptable and reasonable excuse.
- Pupils who arrive after 10.00am will be coded as U (late after registration has closed, which is an unauthorised absence).