



Holy Trinity C. of E.
Primary School

Attendance Policy

Written by: Mrs J Liversage

Date 27/09/16

Ratified by Governors on: 06/12/16 Signed W. Liversage

Due for review: September 2018

Holy Trinity CE Primary School

Policy for Attendance.

Introduction

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 the development of positive attitude towards school. We will reward those children whose attendance is excellent. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 2005 the governing body is responsible for making sure that 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 an absence was authorised or unauthorised.

Definitions:

Authorised absence

- An absence is classified as authorised when a child has been away from school; the school has received and accepted notification from a parent or guardian and is satisfied that the circumstances given justify the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away without permission from the school.
- Walsall Children's Services has extensive powers to commence a prosecution against Parents/Carers under section 444 of the Education Act 1996 and also have the authority to issue a fixed penalty notice.

If a child is absent

Parents/carers should contact the school by telephone informing us if their child is absent. This can be done by leaving a message on the "absence line" on the school telephone system, leaving a message with the child's name and a brief reason for the absence.

On completion of registration the Attendance Officer will identify any absent pupils that we have not been notified of and the following actions may be taken:

- Check with the class teacher that the child has not arrived.
- Duty of Care text is sent shortly after end of registration closing followed by a telephone call if no response is received. (All calls are logged)

- If no contact is made directly with parent/carer a letter is sent home with a return slip requesting a reason for absence.

Request for leave of absence

Leave taken during term time is discouraged. We believe that children need to be in school for all sessions, so that they can make the most progress possible. We do understand that there are circumstances under which a parent may legitimately request leave of absence. eg: family funeral. In these circumstances parents/carers are asked to advise the school at their earliest convenience, and leave may be granted.

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendments) Regulations 2013. These amendments come into force on 1st September, 2013.

Term Time holiday

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendments) Regulations 2013. These amendments come into force on 1st September, 2013.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Long Term Authorised Absence

When authorised absence is for an extended or repetitive period (which can only be due to medical reasons), the school will contact support services so that arrangements can be made for the child to receive tuition outside of school.

Repeated Absences

The school will contact the parent or guardian of any child who has repeated absences. If the situation does not improve the Educational Welfare Officer is informed. This is recorded in accordance with Ofsted requirements and monitored by the Educational Welfare Officer on a regular basis to follow up any attendance issues. Persistent absences by children means that the school can fall into a targeted group which is then monitored by Walsall Children's Services.

Fixed Penalty Notice From Walsall Authority

If leave is taken without authorisation; it will be recorded in the school attendance register as unauthorised. Subsequently school will refer to the Educational Welfare Service which could result in a court appearance and a fixed penalty notice (fine). This equates to £60 per parent, per period of absence over 4 days, per child, payable within 21 days. Should the penalty not be paid within 21 days, it will increase to £120. Should this not be paid within 28 days, you may be prosecuted by the local authority, in accordance with section 444 of the 1996 Education Act, for failing to secure your child's regular attendance at school.

Lateness

Children who arrive late in school should at all times be accompanied by an adult to sign them in the late book.

Children who are late are monitored by the Attendance Officer and the following action is taken:

- After 3 late occurrences a letter will be sent home.
- After 6 late occurrences a second letter home. Incentives for the pupil i.e., sticker chart, colouring book may be given.
- Final Letter home – referral to Educational Welfare Service

All repeated absences are considered on an individual basis, and the following actions will be taken:

- Class teacher and Attendance Officer discuss the absence.
- Headteacher informed
- Parents consulted
- Outside agencies may be involved such as Parent Support Advisor or Social Services

Rewards for good attendance

All children who have 100 percent attendance and no lates in any one term will receive an excellence certificate for attendance. There are also certificates for any child who has 100 percent attendance and no lates for a whole school year. Other incentives are implemented by the school eg. Free ice skating tickets.

Attendance Targets

The school receives attendance targets each year from the local authority. These are agreed by the senior staff and governors. The targets are challenging yet realistic and are based on attendance figures achieved in previous years and the school expectations.

We currently target attendance as follows:-

97-100% attendance will be classed as exceeding

95-96% is expected attendance

<95% would be below the expected level

A child with an attendance of less than 90% would be classed as a persistent absentee and attendance will be closely monitored by the Education Welfare Officer.

Monitoring and Review

- Records of referral to EWO are kept, reviewed and action plans established
- Registers are completed promptly and accurately

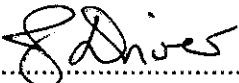
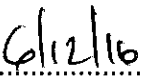
- Pupils falling below expected attendance requirement are monitored regularly and an action plan agreed between Headteacher, Attendance Officer, E.W.O and parents.
- The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

Role of the Governors It is the responsibility of the Attendance Officer 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 our attendance figures are as high as they should be.

The governors supported by the LA, reserve the right to consider taking legal action against any parent or carer who repeatedly fail to accept their responsibility for sending their child to school on a regular basis. (see Fixed Penalty Notices)

Timings of the school Day

<u>Registration</u>	8.50am bell
	8.55am registration
	9.00am close registration
<u>Morning Break</u>	10.30am – 10.45am
<u>Lunchtime</u>	12.00pm – 1.00pm (EYFS and KS1)
	12.15pm – 1.10pm (KS2)
<u>Afternoon Break</u>	1.5pm-2.10pm (KS1)
<u>End Of School Day</u>	Whole school 3.15pm

Signed:  Date: 

This policy is reviewed every 2 years or earlier if necessary, by staff and governors and changes made accordingly.