



Headteacher: Mr Julian Rose

## ATTENDANCE POLICY

Policy Status	Other
Governing Body Approval	23 06 2015
Ownership	Q+S Committee
Date for Review	21 11 2018

Our attendance policy aims to:

- support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- enable pupils to progress smoothly, confidently and with continuity through the school;
- make parents/carers aware of their legal responsibilities;
- ensure attendance meets Government and Local Authority targets

### **Being at school**

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. It also encourages peer interaction and good social skills, and develops understanding of core values of co-operation and respect. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

### **Expectations**

#### **We expect that all pupils will:**

- attend school every day
- attend school punctually
- attend appropriately prepared for the day

#### **We expect that all parents/carers will:**

- ensure regular school attendance and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually and prepared for the school day.
- ensure that they contact the school **daily** of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.
- notify school immediately of any changes to contact details.

#### **We expect that the school will:**

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide a sympathetic response to any child's or parent's/carer's concerns.
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- contact parents when a child fails to attend and where no message has been received to explain the absence.
- follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- encourage good attendance and punctuality through a system of reward and recognition.
- regularly inform parents of the % attendance of all pupils.

- make initial enquiries regarding pupils who are not attending regularly.
- meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education Welfare may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Local education Authority (LEA) after 15 days sickness.
- Will notify EWO after 10 days unexplained absence.

### **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the main doors open at 8.35am and close at 8.45 am.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. Registration takes place at 8.50am and pupils who arrive after 8.55am will be recorded as late to school.

- Registers close at 9.20am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 1.00pm.
- Persistent lateness by a pupil will be dealt with through the home/school link worker and may be referred to Education Welfare.
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

### **Pupil Leaving During the School Day**

- During school hours the school staff are legally in loco parentis and therefore must know where the pupils are during the school day.
- pupils are not allowed to leave the premises without prior permission from the school.
- whenever possible, parents should try to arrange medical and other appointments outside of school time.
- parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- pupils must be signed out on leaving the school and be signed back in on their return.
- where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.

### **Leave of Absence**

- In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Headteacher and Governors have determined that:
- in **exceptional circumstances** permission may be granted for a maximum of five days of holiday providing your child has a good (95% or higher) attendance record over the previous three terms.
- where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Headteacher on behalf of the school governors, no less than 4 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- if leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

### **Penalty Notices**

- Penalty Notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent / carer fails to ensure regular school attendance.

### **Penalty Notices for Holidays**

- In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:
- The Headteacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for 5 or more day's holiday or leave of absence without school authorisation.
- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days.
- If the Penalty Notice is not paid within 28 days the local authority is then obliged to prosecute for failing to ensure regular school attendance.
- Penalty notices are issued to **each** parent, for each child.

### **Changing Schools**

- It is important that if families decide to send their child to a different school that they inform the school as soon as possible.
- A pupil will not be removed from the school roll until the following information has been received and investigated:
- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate
- The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Tracking Officer and Education Welfare.

## Appendix One

### The Education (Pupil Registration) (England) Regulations 2006

- Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.

#### Term-time holiday

The **Education (Pupil Registration) (England) Regulations 2006** currently allow headteachers to grant leave of absence for the purpose of a **family holiday** during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

- 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.
- **The Education (Penalty Notices) (England) Regulations 2007**
- Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, will come into force on 1 September 2013.
- The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children’s regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.
- Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions

# West Chilton Community School

## Request for Absence in School Time

Pupils are **only** in school for 190 days each year.  
**There are 175 other days for holidays and other activities.**  
 80% attendance represents **1 day off a week.**  
 90% attendance represents **1 day off per fortnight.**

### Guidance::

There is **no** entitlement to any leave of absence during term time unless there are exceptional and compelling circumstances.

- The application should be made following a meeting with the Headteacher in advance and at least five days before the first day of absence if possible.
- Please use a separate form for each child and each absence.

### Parent/Guardian to complete this section:

Name of child:	Class:	
Is this the first request for absence this academic year?	Yes / No	
Do you have a child at another STARS school? Yes/No	School:	
First Day of Absence:	Number of <b>school</b> days requested:	
Final day of Absence:		
Reason: <i>Please give information about your request for absence.</i>		

Signed:

Date:

### School Office to complete this section:

**Our School Attendance Target is 97%**

Last Academic Year Attendance	%	Green Amber Red	Green	More than 95%	Satisfactory
			Amber	85% to 95%	Needs improvement
Current Attendance:		Green Amber Red	Red	Less than 85%	Unsatisfactory

### Head Teacher to complete this section:

Your request is <b>approved</b> and the absence as set out above is authorised.	
Your request is <b>not approved</b> . If the pupil is absent as proposed above, it will be recorded as <b>unauthorised</b> for the following reason:	

Signed:

Dated:

Regular attendance at school is important for your child's education and is a legal requirement. Responsibility for this rests with the parents. Only the school, not the parents, can authorise absence.

Government guidelines state that children may only be absent for the following reasons:

- Illness and treatments (e.g dentist, opticians)
- an organised educational course
- an organised sports competition or approved public performance
- family bereavement or exceptional family circumstances days of religious observance