

Attendance Policy

At our schools we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer.

We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

Responsibilities

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning the school office before 9.00a.m, on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time
- Not extend weekend breaks into the school week.
- Notify school if they intend to remove their child permanently from the school for any reason.

School will:

- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at least annually, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and/or the Department for Children, Families and Schools (DCFS) of absence figures for the school and, where necessary, individual pupils.

The Headteacher will:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures.
- Report to the Governors on attendance at least three times per year.

Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly.
- Set targets for attendance, if required.

SCHOOL TIMES

Baschurch:

We expect children to be at school/in the playground/ in the classroom by 8.35am in time for the start of morning registration at 8.40am. School finishes at 3.00pm for the EYFS and KS1 children and 3.10pm for KS2.

Myddle:

We expect children to be at school/in the playground/ in the classroom between 8.45am and 9:00 in time for the start of morning registration at 9:00am. School finishes at 3.00pm for the EYFS and KS1 children and 3.10pm for KS2.

Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts social services will be contacted.

Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Pupils arriving after registration will be marked late.

Pupils arriving after 9.00am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark.

The marking of registers will be in accordance with codes on the screen.

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the LA and DFE. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

The Education (Pupil Registration)(England) Regulations 2006 set out circumstances in which schools may grant a pupil leave of absence.

Attendance Register

The school will maintain an Attendance Register as set out in Para 5 and 6 of the above Regulations.

Any pupil not present will be recorded as an unauthorised absence unless:

- a) he has been granted leave of absence in accordance with regulation 7 (EER2006b) or;
- b) he is unable to attend---
 - (i) by reason of sickness or unavoidable cause
 - (ii) on a specific religious day of which his parents abide
 - (iii) if the LA have not provided suitable transport arrangements for a pupil not within safe walking distance

Where the reason for absence cannot be ascertained at the time, then the register will be amended as soon as the reason can be established.

Applications for Leave of Absence during Term Time

Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.

Baschurch CE A Primary Primary School and Myddle CE Primary School (as with all schools in the local cluster) will not authorise leave of absence in term time unless they are for exceptional circumstances. All such applications will need to be on the school application form, which is available from the school office. Applications will need to be at least 3 weeks before the expected absence, and include the reason for the request. An appointment may, on request from the parent, be made to discuss the

request and the reasons behind it face to face. The applications will be considered by the HT. **Exceptional** circumstances include:

- Service personnel on active duty
- Bereavement or Family crisis
- Family wedding
- Prison visits

The school will reply in writing to the parent/carer within 5 working days with reasons for the decision.

Unauthorised absence

Under Education Act 1996 Part VI Chapter II Section 444. –

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of offence 444 and a Penalty notice in respect of failure to secure regular attendance at school of registered pupil where an authorised officer has reason to believe - that a person has committed an offence under section 444(1), and that the school to which the offence relates is a relevant school in England a penalty notice in respect of the offence may be issued

The school will inform L A when a pupil has been absent **without authorisation** for 5 days in any 13 week period. L A may issue a warning letter to the parent, and will monitor the situation allowing a further 15 days for improvement to be effected. If there is further unauthorised absence during this period, a fixed penalty fine per parent per child may be imposed by the LA. If there is no further unauthorised absence during the 15 day period, the case will be closed. A further 10 sessions (5 days) of unauthorised absence will need to occur before another warning letter is issued, but if the criteria are met then a Penalty Notice will be issued.

Policy Agreed: _____

Signed: _____ Headteacher

_____ Governor

Policy Updated: January 2018

Policy to be reviewed:

January 2020