

All Saints & St Richard's Church of England Primary School
Policy: Attendance Policy

This Attendance Policy reflects the vision and aims of All Saints & St Richard's Church of England Primary School

Aims

To encourage staff, parents and carers to maximise the learning experience in order that all children can reach their full potential.

To provide clear procedures, which involve parents/carers in all areas of all school attendance.

Introduction

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. When a child is late or absent, valuable learning time is lost. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

WHAT IS GOOD ATTENDANCE?					
90 days	80 days	78 days	63 days	61 days	43 days
100%	95%	94%	86%	85%	75%
Good  Only 1-2 day missed per term		Worrying  Between 3-8 days missed per term		Serious Concern  More than 9 days missed per term	

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. If there is any reason why a child may be reluctant to attend, this should be discussed with school staff immediately so that the matter can be resolved.

100% is recognised as an expected level of school attendance. If your child is out of school for 3 days each term, then their attendance is below 95% and they're spending more days out of school than in it! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic.

The school has a legal duty to report all absences to the Educational Welfare Department termly. The school day is represented by two sessions (half days) and every absence must be classified by the school as 'authorised' or 'unauthorised'.

Procedures

All Saints & St Richard's Church of England School applies the following procedures in deciding how to deal with individual absences:

Reporting an absence to school

- Registration period: 8.50am – 9.00am (afternoon – 1.10pm)
- Parents are expected to contact school by 9.00am to report an absence
- Staff will contact parents/carers between 9.00am and 9.30am to follow-up unreported absentees
- A late mark will be given to all children who arrive after register closes at 9.00am
- If a child arrives between 9.00am and 9.30am they are recorded as 'late' and must report to the school office
- A daily phone call from parents/carers to update on the absence

The school requests a reason for absence as follows:-

- 3 days – parents must confirm reason for absence in writing
- 5 days- confirmation of medical reason (i.e. letter from family doctor, evidence of medical appointments, prescription, medication)

Authorised absences are mornings or afternoons away from school for a reason- including:

- *genuine illness,*
- *medical appointment (please notify school office in advance)*
- *educational visit to another school (an activity arranged by the school)*
- *religious observance for the religious body to which the parent belongs*
- *compassionate circumstances*
- *exclusion*

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given – including

- *Unexplained absence*
- *Late (after 9.30am) without an explanation or reason for absence*
- *Truancy*
- *Holiday in term-time*

Withdrawal from Learning Application

There is no entitlement for parents/carers to remove their child from school for the purposes of a holiday in term-time and a holiday during term-time will not be authorised except where the Executive Head teacher/Head of School considers it to be in the best interest of the pupil's health or welfare to grant time away from school. All requests for planned absence exceeding one session during term-time must be made on the school's official Withdrawal from Learning Application and must include details of the circumstances. An appointment must be made with the Executive Headteacher/Head of school to discuss the request for absence.

If any child's attendance levels fall below 95% the Head teacher will request a meeting with their family to discuss ways to improve attendance.

Persistent Absence

Persistent absence (or PA) is absence which is reported to ESBAS of 10% or more (from September 2015). An individual child is deemed to be a persistent absentee, therefore, if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

Educational Welfare Department

Some children may be reluctant to attend school and all parents/carers are encouraged to work with school staff to resolve any problems surrounding attendance/absence in order to sort out any difficulties with school attendance. If difficulties cannot be sorted out in this way, the school is legally bound to refer the child to the Behaviour and Attendance Advisers from the Local Education Authority.

Schools can refer to the Education Support, Behaviour and Attendance Service for specialist support. These specialists advise schools and parents/carers and try to resolve situations of absence by agreement but, if other ways of trying to improve the child's attendance have failed, can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child.

<http://www.eastsussex.gov.uk/educationandlearning/schools/attendanceandbehaviour/default.htm>

Education Support, Behaviour and Attendance Service (ESBAS)

Penalty Notices: *When can penalty notices be used?*

Truancy

Penalty notices can be used if a pupil is absent from school without permission or good reason and if the absence is unauthorised by the school.

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In all cases a warning notice will first be issued. Following the warning notice, if a pupil has ten unauthorised sessions of absence, a penalty notice will be issued. This process will follow a formal attendance panel held between the school and the Education Support, Behaviour & Attendance Service (ESBAS, below).

Persistent lateness

If a pupil arrives at school after the register has closed it is recorded as an unauthorised absence. Ten unauthorised sessions will result in a penalty notice being issued. In all cases a warning notice will be issued.

Holidays in term-time

If the Executive Headteacher/Head of School does not authorise a written request from a parent/carer for an absence s/he will respond to the request directly. This response is a warning to the parent. In all cases, a minimum of ten sessions of absence must have been taken in relation to the holiday before a penalty notice is issued.

Truancy sweeps

If a child is found out of school or at home, and the absence is unauthorised, a warning notice will be issued. Following the warning notice, if a pupil has a further ten sessions of unauthorised absence, then a penalty notice will be issued.

Excluded Pupil

If an excluded pupil is found in a public place during the school day, the ESBAS will check whether the pupil was excluded at the time. If they were excluded, then a penalty notice will be issued. A school is not seen as a public place under the Education & Inspections Act 2006.

In the case of an unauthorised absence the Education Support, Behaviour & Attendance Service will be notified and a Penalty Notice may be issued (in all cases, a minimum of 10 sessions (5 school days) of absence must have been accrued before a Penalty Notice is issued. Please note that Penalty Notices are issued to *each* parent for *each* child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention

Information about individual school targets, projects and special initiatives

The school works closely with parents, carers, staff and children to maintain an excellent attendance record which is not only important to education, but to the well-being of all the children in our care. We aim to achieve 97% - Whole School Attendance in the academic year 2015-2016 which has been agreed by the Governing Body and Education Welfare Department.

Those people responsible for attendance matters in this school are:

Governing Body
Education Support, Behaviour and Attendance Service (ESBAS)

Summary

All Saints & St Richard's Church of England Primary School has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents to ensure as high a level of attendance as possible.

Promoting regular school attendance is a key component in the Government's strategy to raise educational standards -for more information:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Following documents are available from the school office.

Policy: Attendance
Date: April 2017
Review: April 2018
Co-ordinator: Head Teacher
Edited:

Withdrawal from Learning Application Form (School document)

Reference to Absence Codes

<https://www.gov.uk/government/publications/school-attendance>

Code of Conduct – Penalty Notice information

<http://www.eastsussex.gov.uk/educationandlearning/schools/attendanceandbehaviour/truancy/penaltynotice/download.htm>

Attendance Policy 2017-18

Signed -----date.....
Mrs Alison Flynn
Executive Head teacher

Signed-----date.....
Mrs Emma Gower
Chair of Governors