



Attendance Policy

AIMS

The main aims of this policy are to:

- raise awareness amongst pupils, parents, staff and governors of the importance of good attendance and punctuality;
- raise and maintain levels of attendance in school amongst pupils.

It is written with reference to:-

The Education (Pupil Registration) (England) (Amendment) Regulations 2016

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The Education (Pupil Registration) (England) Regulations 2006

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

Guidance relating to pupil leave of absence from school (CYC July 2013)

School Attendance: Statutory Guidance and Departmental Advice (August 2013)

1. PRINCIPLES AND EXPECTATIONS

- I. At Park Grove Primary, we strive for the highest level of attendance from every pupil in order that they develop to their full potential during their time at school. By coming to school every day, on time, children receive the best start in life by having a good education. We expect all children on roll to attend on time, every day, when the school is open, as long as they are fit and healthy to do so.
- II. We do all we can to encourage the children to attend; we believe that the most important factor in promoting good attendance is the development of positive attitudes toward school. To this end, we strive to make our school a happy, safe and rewarding place for everyone.
- III. We also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- IV. Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure that we keep an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register also indicates whether an absence was authorised or unauthorised.

2. DEFINITIONS

I. **Authorised absence**

An absence is authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent / carer. E.g. if a child has been unwell and school receives a phone call /written note.

Only a school can make an absence authorised. Parents / carers do not have this authority.

Consequently, not all absences supported by parents / carers will be classified as authorised e.g. if a parent was to take a child out of school to go shopping during school hours.

II. **Unauthorised absence**

An absence is unauthorised when a child is away from school without the permission of the headteacher.

Authorised and unauthorised absences are reported to parents annually and the Department for Education three times a year. These are held on a pupil's school record throughout their school life.

The headteacher may consult with the Local Authority regarding the action to take over unauthorised absences.

Please note: Parents can be given a fixed penalty notice under Section 23 of the Anti-Social Behaviour Act or prosecuted for periods of unauthorised absence. Any parent issued with such a notice will be subject to a prompt fine of either £60 per parent per child (if paid within 21 days) or £120 per parent per child (if paid after the 21st day but within 28 days) Failure to pay the Fixed Penalty Notice is likely to lead to prosecution

3. ABSENCE NOTIFICATION

If a child is absent, **parents/carers** should inform school of a child's absence and the reasons for the absence by:

- making a phone call prior to 9:30am on the day of a child's absence explaining why the child is ill;
- sending a note in advance advising of a medical appointment. We urge the parent/carer to try and arrange dentists and doctors' appointments out of school hours where possible.

If a child is absent, the class teacher will record the absence in the register, which informs the school office of the absence.

Office staff will endeavour to contact the parent / carer if school has not already received notification – this is ensure parents / carers are aware their child is not in school, to establish the whereabouts of the child and to therefore ensure his/her safety.

For this reason, a written note on the day of a child's return to school is not ideal.

4. REQUESTS FOR LEAVE OF ABSENCE

At Park Grove Primary, we believe that children should be in school for all sessions, so that they can make the best possible progress with their learning. However, we do understand that there are, very occasionally, circumstances where a parent / carer may legitimately request leave of absence.

Time off for leave of absence for any reason, including family holidays is not an automatic right.

Schools are expected to **not authorise** requests for **family holidays** unless there are **exceptional** circumstances. For example:-

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal effect to the pupil's education
- When a family needs to spend time together to support each other during or after a crisis
- Any other circumstances that the headteacher considers to be exceptional.

It is also expected that headteachers **will not authorise leave** where the following apply:-

- Availability of cheap holidays or desired accommodation
- Poor weather experienced in school holidays
- Period overlaps with beginning or end of term

Parents / carers should contact school in advance to request any leave of absence. At Park Grove Primary School, we ask that at least 7 days' notice is given in order for your request to be processed by the school office.

Whilst the application must be made by the parents / carers that the child normally resides with, there is no restriction on who the leave is taken with. This is a matter for the parents / carers, not the school.

Term-time leave of absence requests should be made using the school's Leave of Absence Request Form, which is available from the main office.

Requests for days off for religious observance will be considered as appropriate.

The headteacher may invite parents in to discuss any proposed leave of absence in term time.

5. LONG-TERM ABSENCE

When a child has an illness that means they will be away from school for over five days, we will do all that we can to send material home so that he / she can continue to learn and keep up with school work. If the absence is likely to continue for an extended period, or be a repetitive absence, we will contact the Specialist Teaching Team at the council so that arrangements can be made for the child to access some tuition outside school. In order for a referral to be made, medical documentation from health professionals would be required before any support could go ahead.

6. REPEATED ABSENCE

Pupils whose attendance levels drop below 90% are regarded as **persistent absentees** by the Local Authority, which changed in September 2015.

School will alert the parent/carer of any child who has a high rate of absence i.e. below 90% at the end of each half term, either by letter or phone call. School would monitor closely and if attendance continued to be a concern, parents / carers would be invited into school for a meeting to discuss support.

If the situation does not improve, we will then contact the Local Authority for further advice/support, who will visit the home and seek to ensure that the parent / carer understand the seriousness of the situation.

Legal action may be taken against any parent / carer who repeatedly fails to accept their responsibility for ensuring their child attends school regularly.

7. ATTENDANCE TARGETS

School are required to set attendance targets each year. These are agreed by the Senior Leadership Team and the Governing Body, and also by the Local Authority. The targets should be challenging but realistic and based on attendance figures of previous years. Some consideration is made of attendance figures of similar schools. Our school target is currently 96% and reports are regularly generated to monitor how the school is performing.

8. PUNCTUALITY

All children should arrive at school by **8:45am**. Registration takes place between 8:50am and 9am. If children arrive after 9am, they are marked as late in the register. Any children who arrive **20 minutes after** the register has been taken will have an unauthorised late mark, which does count for a whole morning's absence.

Persistent lateness causes disruption for the child, the class and the teacher. Each morning, class teachers prepare 'early bird' activities, which are an important start to the school day. This work often helps to consolidate any knowledge or skills previously learnt. Parents should therefore try to ensure that their child arrives in good time for the start of school.

If a child has a growing number of late arrivals to school, a letter will be sent to the parent / carer highlighting the concern to them. If the late arrivals do not improve, a phone call to the parent / carer will be made to see what support can be offered. If the situation does not improve, we will then contact the Local Authority who will visit the home and seek to ensure that the parent / carer understand the seriousness of the situation.

10. ATTENDANCE REWARDS

At the end of each term, gold attendance certificates are given out to children who have achieved 100%. Children who achieve 100% for each of the three terms over the whole academic year will receive a platinum certificate along with a prize!

Every month, the classes compete to see who can get the highest attendance each month and the winning class in each Key Stage get to keep the attendance trophy for the whole month. The class from each Key Stage who wins the attendance trophy the highest number of times during each term also win a treat!

9. ROLES, RIGHTS AND RESPONSIBILITIES

Parents / carers

Parents / carers **must** do all they can to ensure their child attends school every day, as part of the home/school agreement. They are expected to inform school before 9.30am on the first day of absence and every consecutive day they are expected to be absent, to give an expected date of return. They may be asked to provide school with details of medical appointments / medication if their child's attendance falls below certain levels.

Class teacher

It is the class teacher's responsibility to:

- mark the register and record all known absences using the appropriate code
- discuss frequent absences or patterns of absence with the headteacher and attendance coordinator
- encourage pupils to maintain good levels of attendance and punctuality at all times

Attendance coordinator

It is the attendance coordinators responsibility to:

- check the registers on a regular basis to ensure the correct codes are being used
- work with the headteacher to oversee and monitor whole school attendance and punctuality
- discuss frequent absences or patterns of absences with class teachers and the headteacher
- follow up absences where parents/carers have failed to notify school of the reason
- communicate regularly with parents/carers of children who have concerning levels of attendance or punctuality issues (by letter or phone call)
- offer support to parents/carers of children who are having attendance/punctuality difficulties
- monitor and track attendance data for groups of children
- oversee the attendance display board and attendance rewards system

Headteacher

It is Headteacher's responsibility to:

- set attendance targets each year (see above);
- review attendance and take appropriate action;
- oversee and monitor whole school attendance and punctuality;
- report levels of attendance to governors in the Headteacher's Report;
- access IntegrisG2 to collect information on whole school, class or individual attendance;
- monitor and tackle attendance below 90% and refer any children with attendance concerns to the Local Authority;
- develop home-school links and meet with parents if there is concern over a child's attendance.

Office staff

It is the responsibility of office staff to:

- seek to contact parents / carers of absent children to establish the whereabouts of a child and reasons for absence

Governing Body

It is the responsibility of the Governing Body to monitor overall attendance. Attendance rates are communicated in every Headteacher's Report so they can monitor this closely. The Governing Body also has the responsibility for this policy: for seeing that it is carried out and for its review. They will therefore examine closely the information provided to them in order to ensure the attendance figures are as high as they should be.

Local authority

York Local Authority monitors attendance data provided by all primary schools in a bid to tackle poor attendance amongst children aged 5 to 11.

REVISED BY: N Slater

DATE: January 2018

NEXT REVIEW: January 2020