

## **William Penn Whole School Attendance Policy**

William Penn is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. The school will provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and county attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

### **School Procedures**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **Lateness**

Morning registration will take place at the start of school at 8.35am – 8.45am. The registers will remain open for 20 minutes (close at 8.55am). If a pupil arrives between 8.45am and 8.55am they will be recorded as being 'late during the time that the register was open (statistical - meaning present)'. Pupils arriving after 8.55am will be recorded as being 'late after the register closed (statistical meaning – unauthorised absence)'. A pupil arriving after 8.55am, should be brought to the school office by the adult responsible for bringing them to school and will be marked as 'unauthorised absent' unless there is a legitimate reason provided, such as severe weather conditions. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at: 1.00pm. The registers will close at: 1.10pm

### **First Day Absence**

It is the responsibility of the parent/s/carers to inform the school by telephone, letter or in person (not through sibling word of mouth). In circumstances where no information has been received, a member of the office staff will telephone the daytime contact number for the parents or carers on the closure of registration.

### **Third Day of Absence/Continuing Absence**

If the absence continues to be unexplained, a letter will be sent to the home address.

## **Fifth Day of Absence**

If any pupil is absent without an explanation for 5 consecutive days the school will notify the Educational Welfare Officer.

## **Frequent Absence**

It is the responsibility of the Headteacher to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s/carers. If this is unsuccessful the school will refer to the School Nurse if the problem appears to be a medical one. In other cases the school will seek advice from the Education Welfare Service.

## **Return to School**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Absence Notes**

Notes received from parent/s/carers explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

## **Promoting Attendance**

The school will use opportunities as they arise to remind parent/s/carers, that it is their responsibility to ensure that their children receive their education.

## **Absence from Learning in Term Time – Authorized and Unauthorized Absence**

- In line with national legislation (see Appendix 1), the school is unable to grant authorized absence for the purpose of holidays.
- No absence from school will be authorized unless in exceptional circumstances.
- Authorized absence will be at the discretion of the Headteacher and it should be assumed that absence will not be granted in the majority of cases.
- Absence for medical appointments that cannot be scheduled outside of the school day will be authorized.

Parents wishing to remove their child from learning during term time must complete the form 'Request for Absence from Learning' available from the school office and website (Appendix 2). This should then be returned to the Headteacher **before** the absence occurs. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

## **Attendance Targets**

These targets are monitored and reported to the Governing Body on a termly basis by the Headteacher.

## **William Penn Targets:**

**2016-2017:** 96% (in line with West Sussex LA)

Signed:

Date:

Appendix 1

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

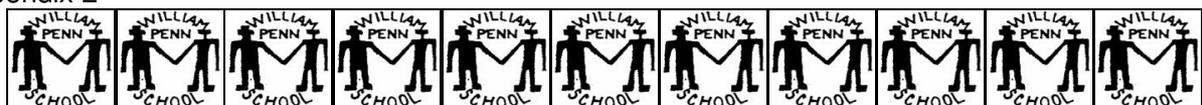
Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

### **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.

Appendix 2



**William Penn School**  
**'Living, Laughing and Learning Together'**

Brooks Green Road, Coolham, Horsham, West Sussex, RH13 8GR

Tel: 01403 741274, Fax: 01403 741799,

e-mail: [office@williampenn.w-sussex.sch.uk](mailto:office@williampenn.w-sussex.sch.uk), website: [www.williampenn.w-sussex.sch.uk](http://www.williampenn.w-sussex.sch.uk)

Headteacher: Mr Stephen Kear

**Request for Absence from Learning**

**Please read the following guidance before completing the absence request.**

- In line with national legislation the school is unable to grant authorized absence for the purpose of holidays.
- No absence from school will be authorized unless in exceptional circumstances.
- Authorized absence will be at the discretion of the Headteacher and it should be assumed that absence will not be granted in the majority of cases.
- Absence for medical appointments that cannot be scheduled outside of the school day will be authorized.
- If you wish to request an absence from learning please fill out this form and return to the Headteacher **before** the absence occurs. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

To: The Headteacher, William Penn School

Authorised absence from learning is requested for:

..... (name of child/children), in .....(class/es)

Dates of absence: from.....to.....

Date of return to school: .....

Reasons for seeking absence during school time:

.....  
.....

Signed: .....(Parent/guardian) Date: .....

**William Penn**  
**Request for Absence from Learning**

To the parent/guardian of:.....

- Your request is approved and the absence as set out above is duly authorised.
- Your request is not approved in line with national legislation and school policy:

Signed: ..... (Headteacher) Date: .....