



ATTENDANCE and PUNCTUALITY POLICY

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact

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Under the Education (Pupil Registration) Regulations 1995, the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

AIMS:

- To promote good attendance and develop positive attitudes towards school by making it a happy and rewarding experience for all
- To ensure that children achieve maximum possible attendance, and that any problems are identified and acted upon as quickly as possible, so they can gain the maximum benefit from their education

DEFINITIONS OF AUTHORISED AND UNAUTHORISED ABSENCE

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers may be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent/carer.

An absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

TERM TIME HOLIDAY REQUESTS

Headteachers are now no longer permitted to authorise holidays during term-time. Parents are reminded of this in newsletters.



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LEAVE OF ABSENCE

Headteachers **shall not** grant any leave of absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

Headteachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.

Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Headteachers will determine how many school days a child may be absent from school if the leave is granted.

The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.

Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

Parents will be given updated information as and when necessary.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.



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ROLES AND RESPONSIBILITIES:

Parents

Parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. In most cases, children attend school. Advance permission must be sought from the Headteacher for any absence not due to illness or accident.

Governors

The Governing Body is responsible for ensuring that registers of pupil attendance are properly kept. Governors will therefore make themselves familiar with the legislation on attendance and the registration procedures in school by delegating responsibility to an individual governor who will arrange for regular reports to the Governing Body on attendance issues. Governors will also review the school policy on attendance at regular intervals.

The Headteacher

The Headteacher is responsible for:

- Ensuring that the registration process is properly carried out
- Overall monitoring of attendance
- Collating and reporting of attendance information
- Organising staff development
- Leading policy development
- Advising the Governors
- Making contact with parents
- Liaising with transfer schools and external agencies e.g. Education Social Workers, Educational Psychologists, Social Services

Class Teachers

The class teachers will:

- Be responsible for monitoring attendance and informing the Head of any areas of concern
- Provide support when pupils return to school after a long absence
- Liaise with Education Welfare Offices, the home and other agencies where necessary

The Office Administrator

The Office Administrator will:

- Ring parents of children with unexplained absence on the first day of absence and log the call in the absence book
- Fill in weekly totals, individual attendance totals, term totals and end of year summaries
- Collate registration data



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THE RECORDING OF ATTENDANCE

All absences will either be recorded as 'authorised' or unauthorised'.

In the case of absence due to illness or accident, parents should contact the school office by telephone, on the first morning of absence, to advise the reason for absence. This will be recorded as an authorised absence. Apart from exceptional circumstances, permission must be sought from the Headteacher for any absence not due to illness or accident. Other examples of authorised absence are:

- Representing the school or region in a competition (eg sport, music)
- Taking an examination (eg piano, ballet)
- Other exceptional circumstances eg bereavement, religious observance

NB. It is the Headteacher's responsibility to decide whether an absence is authorised or unauthorised.

DAILY REGISTRATION PROCEDURE

Class teachers will mark pupils present or absent at the beginning of each morning and afternoon session.

If absent, then authorised or unauthorised absence must be clearly indicated. All entries must be marked in ink. Corrections must be clear (see advice on inside cover of register)

Attendance/Dinner registers should be sent to the office for 9.15 a.m. Late pupils should report to the Office. Registers will be returned to classrooms for afternoon registration.

PARENT PROCEDURE WHEN A CHILD IS ABSENT

Parents should contact the school office by telephone on the morning of the first day of absence. This will be logged in the absence book. A note or letter may be sent with the child when he/she returns to school.

PROCEDURE FOR FOLLOWING UP AN UNAUTHORISED ABSENCE

If no notification of the absence has been made, the Office Manager will ring home on the first morning of absence. If no contact can be made, then the absence will be recorded as unauthorised.



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Where absence is showing cause for concern, parents will be notified. If attendance continues to be an issue, then the advice of the Education Welfare Service will be sought.

LONG-TERM ABSENCE

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

REPEATED UNAUTHORISED ABSENCES

The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or carers will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or carers understand the seriousness of the situation.

The governors, supported by the LA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

REWARDS FOR GOOD ATTENDANCE

Each half term a list of children will be displayed on classroom walls if they have 100 per cent attendance. Anyone with 100% attendance at the end of the school year will receive a certificate.

PUNCTUALITY

We aim to begin lessons promptly therefore all children should be in the playground by 8.55 am.

Anyone arriving after the formal closure of registers (9.05am) will be recorded as late. Registers will be monitored for persistent lateness as well as absences.

PERSISTENT LATENESS

The school will contact the parent or carer of any child who is persistently late so that the problem may be discussed. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or carers understand the seriousness of the situation.



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ATTENDANCE TARGETS

The school sets attendance targets each year. These are agreed by the senior staff and governors. The targets are challenging yet realistic, and based on attendance figures achieved in previous years.

PROCEDURES FOR PERSISTENT ABSENCE

In order to avoid persistent absenteeism letters will be sent to parents when attendance is below 90%. They will be informed that the children may be at risk of being classified as persistent absentees if attendance drops further.

If attendance falls below 85%, parents will be informed that their children are persistent absentees and will be asked how school can help them. If attendance does not subsequently improve, evidence of doctor's letters, hospital appointment letters or copies of prescriptions may be requested.

If attendance issues persist, school will refer to the ACE Statutory Service (Attendance, Compliance and Enforcement) for further support.

PROCEDURES FOR PERSISTENT LATENESS

Parents will be requested to meet with the Headteacher to discuss how school can help in order to improve punctuality. If lateness continues, a letter will be sent to the family so that the situation can be discussed further. If a satisfactory solution cannot be found, school will refer to the ACE Statutory Service for further support

MONITORING, EVALUATION AND REVIEW

This will take the form of:

- Termly analysis of attendance from the Office Administrator to the Headteacher
- The Headteacher making a termly report to the Governors
- Keeping accurate attendance records on file for a period of three years

This policy will be reviewed by the Governing Body on an annual basis.

Signed: Headteacher _____ Date _____

Chair of Governors _____ Date _____



ALVESTON PRIMARY SCHOOL

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Reviewed: January 2016

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Next Review Date: October 2018