



*In all that we are
and all that we*

East Preston Junior School

*Enjoyment and Excellence in
all that we are and all that we do*

schools
WORKS

Academy Trust
*Building children's
futures together*

Attendance Policy February 2018

Introduction

We place great value on regular and punctual attendance in order to maximise the learning opportunities for our pupils and to ensure their well-being, and while recognising that there are good reasons why this is not always possible, it is our intention to provide support and challenge where appropriate to ensure that attendance remains high for all pupils in our care.

We will:

- Monitor attendance.
- Promote good attendance and reduce absence, including persistent absence.
- Quickly respond to poor attendance or patterns of absence.

1. Registration

- 1.1 Registers are taken shortly after the beginning of the school day at 8.50am, and no later than 9.00am. These are completed using the school's information management system, SIMS.
- 1.2 The register will officially close at 9.15am. Pupils arriving after the register has been taken but before 9.15am will be marked as Late ('L'), with a reason noted in the comments section of the relevant register. If no reason is given, the number of minutes late will be recorded.
- 1.3 Arrival after 9.15am will be considered as unauthorised ('U') unless some other circumstance is specified (such as a medical appointment).
- 1.4 Afternoon registers are taken shortly after 1.00pm using SIMS.

2. Absence

- 2.1 Parents are requested to contact the school before 9.15am to notify school if a child is to be absent, or to arrive later than 9.15am.
- 2.2 Where a child is unaccounted for at 9.15am, a telephone call will be made to the first named contact to ensure the safety of the child, and to ascertain the reason for absence.
- 2.3 All reasons given for absence will be noted in the comments section of the register in SIMS, alongside the appropriate register code.
- 2.4 Except where the headteacher has specified other arrangements (see section 4.1), absence due to illness or for medical appointments will be automatically approved, and entered into the register accordingly by office team.
- 2.5 Absence for some circumstances may be approved by the headteacher if requested in advance using the appropriate absence request form. This might include absence to attend a family funeral, or to participate in an approved performance or sporting activity or to attend secondary school taster days.
- 2.6 Except in exceptional circumstances, family holidays will not be approved. When exceptional circumstances are based on the employment or other commitments of a parent, evidence will be requested in writing before approval is given.

- 2.7 All other absence will be considered to be unauthorised ('O'), unless exceptionally approved by the headteacher.
- 2.8 Absence will be monitored by office staff, deputy head and headteacher to ensure that appropriate support and/or challenge is provided where there is a risk of poor attendance.

3. Keeping Parents Informed

- 3.1 Where attendance raises a concern, this may be highlighted at parent consultation meetings.
- 3.2 At regular intervals, and not less than once each half term, attendance reports will be run from SIMS showing those pupils whose attendance has fallen below the thresholds of 95% and 90%.
- 3.3 Where attendance is below 95%, and at risk of remaining below this level, a letter will be sent to parents informing them of the school's intention to monitor attendance over the next half term.
- 3.4 Where attendance falls below 90% over a period of at least six weeks, parents will be contacted by telephone, or invited to meet with the headteacher in school to discuss issues which are preventing good attendance.
- 3.5 All parents will be provided with a summary of school attendance along with the annual report in the summer term.

4. Ensuring Good Attendance

- 4.1 Where attendance falls below 90% for any reason, the headteacher may decide that no further absence will be authorised unless evidence is provided for the reason for absence. This includes absence due to illness, where confirmation from a doctor will be expected.
- 4.2 Where the headteacher considers that parents are failing to ensure their child's regular attendance at school, the school may request that a fixed penalty notice be issued.
- 4.3 Fixed penalty notices will be issued in line with current legislation, and according to the framework provided by West Sussex County Council.

5. Leaving the school

- 5.1 Except at the end of Year 6, parents who wish to remove their child from the school will be asked to place their request in writing, providing a forwarding address and details of the school to which the child is expected to transfer.
- 5.2 In the case of families electing to home educate, notice should be given in writing to the school of this decision. The school has a duty to report this change to the local authority.
- 5.3 Pupils leaving the school will not be removed from the school roll until such time as it is confirmed that they are enrolled in another school, or in accordance with the advice of the Children Missing Education team at West Sussex County Council.
- 5.4 Where a child is thought to have left the school, and no confirmation of a new school placement is provided, the child's absence will be reported to the Children Missing Education team at West Sussex County Council.

6. Religious Observance

- 6.1 Absences due to religious observance must be exclusively set apart for this purpose by the religious body to which the parents belong.
- 6.2 School may seek advice and confirmation from the parents' religious body about whether it has set the day apart for religious observance.
- 6.3 As a rule school will usually only authorise one day for such requests.

Policy to be reviewed September 2019

THE ANGMERING LOCALITY: WORKING TOGETHER ON PUPIL ATTENDANCE



REQUEST FOR ABSENCE FROM LEARNING IN SCHOOL TIME

CHILDREN ARE **ONLY** IN SCHOOL FOR 190 DAYS EACH YEAR. THERE ARE **175 OTHER DAYS** FOR HOLIDAYS AND OTHER ACTIVITIES.

80% ATTENDANCE REPRESENTS **1 DAY OFF A WEEK**. 90% ATTENDANCE REPRESENTS **1 DAY OFF PER FORTNIGHT**.

PARENT/GUARDIAN NAME AND ADDRESS		HOW TO USE THIS FORM
		<ul style="list-style-type: none"> ▪ Use for all absence other than sickness ▪ Return to school well in advance of the date of requested absence ▪ Use a separate form for each child and each absence
<p>The law states that parents must ensure their children regularly attend school to receive their education. The department for education states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short. The current law does not give any entitlement to parents to take their child on holiday during term time. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.</p>		
Name of Child:		Class:
Is this the first request for absence this academic year? YES /NO		
Dates requested:	Date expected back in school:	Number of school days requested:
Reason for request for absence from learning – If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional (continue overleaf if necessary):-		

I will be making an Absence Request for children at the following schools (please list the school and names of child/ren):-

Signed: _____ Date: _____

SCHOOL OFFICE TO COMPLETE THIS SECTION

Last Academic Year Attendance:	%	Green Amber Red	Green Amber Red	More than 95% 92% to 94.99% Less than 92%	Good Needs improvement Cause for concern
Current Attendance:	%	Green Amber Red			

HEADTEACHER TO COMPLETE THIS SECTION

Your request is approved and the absence as set out above is duly authorised. <input type="checkbox"/>	The code placed in the register will be:			
	Annual Family Holiday	H	Educated Off Site	B
	Religious Observance	R	Approved Sporting Activity	P
	Other Authorised	C	Unauthorised holiday absence	G
	Educational Visit	V	Unauthorised absence	O

Your request is **not approved.** If the pupil is absent as proposed above it will be recorded as **unauthorised.**

Reason:

Signed: _____ Date: _____

**Regular attendance at school is important for your child's education and is a legal requirement.
Responsibility of this rests with the parents.
Only the school, not the parents, can authorise absence.**