



**Tredington Primary School
Pupil Attendance Policy**

We aim to develop in our children a passion for learning; strong moral, social and cultural values; a hard working 'Can do' attitude; the ability to communicate with others clearly and a desire to explore and understand the world around them.

Our school mission statement is:

Friends learning together.

Explore, create and share.

Date of Last Review: October 2019

Date of Approval: December 2019

Policy agreed by Tredington Primary School governing body in December 2019

Date for Next Review: October 2020

This Policy will be reviewed at least annually

Introduction

At Tredington great value is placed upon regular attendance and punctuality. Children are made well aware that work that is missed needs to be caught up and that every day is valuable. It is important that families develop a positive attitude to school attendance and punctuality so that pupils do not miss out on the opportunities at school. These qualities of reliability are also important in adult life.

Poor attendance, especially when condoned by parents, disrupts a child's education. This causes a lack of continuity and progression in school work and can establish patterns of behaviour which may lead to long-term truancy. Children can also be placed in a difficult position where parents are encouraging them to lie to their teacher – something which is strongly discouraged in school.

Tredington Primary School will work closely with other partners, Tewkesbury District Partnership and the Local Authority to ensure this attendance policy is fulfilled

Pupils are rewarded for good attendance in school with certificates and badges.

Aim

This policy aims to improve pupils' attendance at school and to ensure that absence from school only occurs when pupils have a genuine reason.

This policy aims to help parents understand the importance of regular school attendance to pupil's educational success and seeks to gain the support of parents in its implementation.

Legislative Framework

Parent/carers, schools and the Local Authority have legal responsibilities in ensuring that children attend school.

Parent/carers of children of compulsory school age must ensure that their children receive an efficient and full-time education, either at school or otherwise (Education Act 1944 S.36).

Schools must maintain an attendance register in which each pupil is marked present or absent at the beginning of each morning and afternoon session (Pupils' Registration Regulation 1956).

Schools must publish attendance data showing the number of unauthorised absences in each term of the preceding school year, expressed as a percentage of the total number of possible attendances that term (The Education (Pupils' Attendance Records) Regulations 1991).

Primary School Attendance Procedure

Procedures in this policy take in to consideration statutory and non-statutory guidance from the Department for Education, (DfE) and LA.

Daily/Weekly Attendance Procedure

- If your child is going to be absent from school, the parent/guardian must ring school before **8.30am** to inform school of the reason for the absence.
- At **9.30am** school registers are checked for any absences for which we have no information.
- School staff will make contact with the parent/guardian if there has been no contact with school regarding the absence.
- If school does not receive a reason for a child's absence their absence will not be authorised.

- If a pupil has been absent and school have not been able to find out any reason for absence from the parent/guardian for three days or more a visit may be made or a report to social care if there are concerns.

Categorising absence

The Education (Pupils' Attendance Records) Regulations 1991 require schools to determine whether an absence can be deemed to be authorised or whether the child should be regarded as being absent without permission i.e. truanting. In the terms of the legislation it is only the school who can approve the absence, not the parent. Here at Tredington Primary School absence will only be authorised for the following reasons: -

- i. Pupil illness.
- ii. Pupil is absent on a day set aside for religious observation by the religious group to which the pupil's parents belong.
- iii. Pupil is participating in an approved public performance.
- iv. Permission has been granted by the Headteacher through the Absence Request Procedure (see below).
- v. Pupil is absent following the death of a close family member.
- vi. Pupil has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to the appointment or return to school after the appointment - where possible medical or dental appointments should be booked outside of school hours.

Pupils who accrue 10 or more unauthorised absences over a period of 10 weeks will be issued with a warning letter in line with Local Authority guidance warning parents that should there be any further unauthorised absences they are at risk of a fixed penalty notice or Court Action by the LA and will be referred to the Local Authority.

Monitoring Attendance

As a school we monitor all areas of attendance and are required to provide the DfE with our attendance data.

- At the beginning of a new term the attendance data from the previous term is analysed.
- The parent/carers of **all** pupils with less than **90%** attendance will be sent a letter and printout of their child's attendance for that term. In addition, the monitoring programme for pupils with attendance percentages between 90% and 80% will be reviewed half termly rather than termly.
- A report detailing your child's attendance records is available from the school administrator on request. Where pupils are starting to raise attendance concerns this will be discussed at Parents Consultation meetings or in more severe cases parents will be approached by the Headteacher.

N.B. Good attendance should be in the region of 96% or better. Pupils who are achieving 90% or less are missing on average half a day of school per week. Over the course of a year that equates to 4 weeks off school. During the course of their education that is half a year of

Absence due to illness.

Children should not come to school if they are obviously unwell. You must telephone the school as soon as you know your child will not be attending. The school will ask for details of their illness as they may need to warn the parents of vulnerable children of any health hazards. Should your child be ill with a 'named' illness and you would like to know when they can return to school we are able to offer advice based on NHS guidance on this matter.

If children have sickness or diarrhoea, they must stay home from school for 48 hours after the last episode.

Persistent absentees

Pupils whose attendance is less than **85%** are referred to as "Persistent Absentees" by the DfE and will be considered for referral to the Education Social Work Service. School staff will then begin a programme of monitoring and support.

- Step 1 – parent/carer, school staff meet to discuss the absences and agree an PSP Personal Support Plan to improve attendance.
- Step 2 – A letter summarising the discussion and a copy of the action plan is posted to the parent/carer.
- Step 3 – After 6 weeks the attendance printout is reviewed by school staff.
 - If the percentage has improved to above 85% half-termly monitoring is implemented.
 - If the percentage remains below 85% the parent/guardian is invited to a second meeting with school staff to discuss the absences where further, more formal, actions are outlined.

If a child is absent from school for 10*sessions in a ten-week period, without authorisation the school will issue a warning letter. If there are no unauthorised absence in the next 15 school days, no further action will be taken, If there are further unauthorised absences there will be no further warning and a Penalty notice will be issued.

Requests for Leave of Absence

Absence for anything other than through illness or medical reasons during term time is actively discouraged.

Parents requesting time out of school for their child during term time should obtain a 'Leave of absence' request form from the school office well before booking a family holiday. Long weekends are not considered holiday, and will not normally be authorised. The cost of holidays, or a family's financial situation, is not a consideration when authorising holiday absence. The child's attendance prior to the request for absence must be at least 96%.

The DfE has published amendments to the Pupil Registration Regulations (September 2013) and relate to Holidays in Term Time, Penalty Notices and Deletions from the school register.

The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher will define 'exceptional circumstances' and also determine the number of school days a child can be away from school if the leave is granted.

Leave of absence will not be granted during September to ensure that pupils have a settled start to the New Year nor in May when all classes have their annual assessments.

Failure to return your child on the agreed date could result in a penalty fine of £60 (per parent, per child) being issued and your child losing their place at school.

Penalty Notices

Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.

Punctuality

It is important that pupils are punctual so that they do not miss out at the beginning of each school day. This time is important because information is often given out which allows for the smooth running of the day and helps pupils feel part of the school community.

- The school opens at 8.30 a.m. It is essential that your child is ready for registration/assembly at 8.45 a.m. prompt. All entrances are closed at 8.50 a.m.
- Pupils arriving after this time will have to report to the office where their names will be entered into the "late book" for safety reasons and monitoring of attendance.
- The "late book" is monitored daily to identify the pupils who are persistently late.
- If no improvement is made, then the parent/guardian is invited to a meeting with school staff to discuss the situation and offer support if appropriate.

Class Registers:

The class teacher should take the register at the start of both the morning and afternoon sessions. School uses SIMS as their registration management system.

Staff should indicate: / or \ if the pupil is present or 0 if the pupil is absent.

The register should be sent immediately to the office and admin staff will convert the marks via SIMS.net to ascertain all pupils' whereabouts.

Dinner Registers:

Class teachers are asked to complete and forward the dinner registers to the office each day by 9.15 a.m.

The dinner register should be marked and the total numbers will be entered at the foot of the page by the admin assistant. Where there are alterations i.e. lateness, please ensure that the office is informed.

- ✓ Paid Dinner
- S Sandwich/Packed lunch
- A Absent

In the event of a child 'forgetting' their sandwiches, a school meal will be provided (though this must be paid for later). Please inform the office.

Dinner money should be paid via Parent Pay– teachers do not handle dinner money.

Parents are notified weekly of amounts outstanding and/or in arrears. Should there appear to be reasons of hardship, an invitation to parents to discuss this / come to an arrangement is extended by the Head Teacher.

At the end of each half term, any unexplained outstanding arrears are dealt with by the administrator.