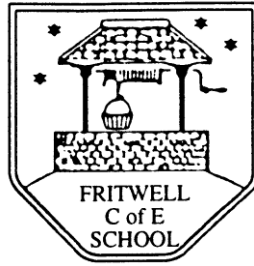


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## **Fritwell Church of England Primary School**

### **Attendance Policy**

**“Growing and learning together with God.”**

Children at Fritwell Church of England School are confident and inspired. They achieve personal success and show love and respect for all.

Fritwell CE Primary School is committed to providing a full and efficient educational experience for all pupils. 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 including e.g. newsletters and on our website.

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 (DfE).

#### **Aims**

**To develop good attendance and punctuality, so that children can fully benefit from the education offered to them.**

#### **Objectives**

To inform parents of the law regarding attendance

To set out school procedures regarding attendance and punctuality

#### **Leave of Absence**

As of 1<sup>st</sup> September 2013, the Headteacher will not grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/Carers should seek permission from the Headteacher prior to the leave of absence period in question.

The Headteacher will determine the number of school days a child can be away from school if the leave is granted. Parents/carers who remove their children from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine/prosecution (see Penalty Notices and Legal Action above).



A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark **or** is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues. PA cases may be referred to the County Attendance Team and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

### **School Procedures**

Fritwell Church of England Primary School is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all, hence we will endeavour to provide an environment where all pupils feel valued and welcome.

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. Only the Headteacher or a member of staff who has been given authorisation by the Headteacher 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.

### **First Day Absence**

Parents are asked to contact the School Office by 9am if their child is going to be absent due to illness or a medical appointment. Parents are asked to leave a message on the school absence Line (Tel. 01869 345283, Option 1) or e-mail [office.3065@fritwell.oxon.sch.uk](mailto:office.3065@fritwell.oxon.sch.uk). Each morning we check every class register to account for all our children and, if we have not been advised of a reason for an absence, then we telephone home. Any information is passed on to the Headteacher and class teachers and the office transfer the information to registers. If we are unable to contact parents by telephone a text message is sent and if there is still no contact the Headteacher or a senior leader in her absence is informed. We will continue to try until contact is made. If there is any concern for the welfare of the child/children the Local Authority or police will be informed.

### **Third Day Absence**

If a child is absent for 3 consecutive days then a letter will be sent home asking parents/carers to contact the school immediately and *a home visit can be organised to check on the welfare of the child with our Home School Link worker or Headteacher.*

### **Continuing Absence**

If a child continues to remain absent, a further letter will be sent and contact made to the Local Community Support Service (LCSS) or Multi Agency Safeguarding Hub (MASH).

### **Ten Day Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be referred to Oxfordshire County Council which is a legal requirement. The school will include details of the action they have taken.

### **Monitoring**

The Headteacher monitors class and individual attendance weekly and informs parents when attendance drops below 90%.



Attendance figures are reported termly to the Full Governing Body.

### **Lateness**

Morning registration will take place at 8.50 a.m. and all pupils are expected to be in their classrooms at this time. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. 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 1.15pm. The registers will close at 1.30pm.

Pupils arriving into class after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

### **Medical Appointments**

When making medical appointments, unless an emergency these should be made outside of school hours. However, we do acknowledge that this is not always possible. Medical appointments must be accompanied by an appointment card or other written confirmation.

### **Frequent Absence**

It is the responsibility of the class teachers to be aware of and to bring attention to, any emerging attendance concerns. This will be done by informing the Headteacher. In cases where a pupil begins to develop a pattern of absences, the Headteacher will try to resolve the problem with the parent/s. The Headteacher will liaise with the Local Authority to ensure the necessary action is taken when incidents of poor attendance and/or punctuality are identified.

Where incidents of poor attendance and/or lateness are identified through monitoring, parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

### **Penalty Notices and Legal Action**

#### **The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

In cases of persistent absenteeism, the school reserves the right to issue a Penalty Notice Warning which could result in a referral to The County Attendance Team to issue a fine or take further legal action through the courts.

A Penalty Notice is a fine that the County Attendance Team may decide to issue instead of taking legal action through the Magistrates' Court system.

A Parent/Carer can be issued with a penalty notice if:



- they fail to ensure that their child attends school, or other education provision regularly, usually defined as six or more unauthorised absence sessions over a six week period (sixty sessions)
- they allow their child to take leave of absence during term time without the school's authorisation;
- they fail to return their child to school on the agreed date after a period of authorised leave of absence;
- their child persistently arrives late for school after registration is closed.

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues. PA cases may be referred to the County Attendance Team and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

### **A Welcome Back**

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 other pupils.

### **Absence notes**

Notes received from parents explaining absence will 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 parents/carers, that it is their responsibility to ensure that their children receive their education.

The Home/School Agreement, newsletters and the website are used to remind parents.

### **Requests for absence for extra-curricular activities, employment and other exceptional circumstances (not holidays)**

Requests will be considered on a case by case basis, taking into account the individual pupil and their progress, behaviour and attendance. If there is evidence of a negative impact on the child's performance after absences of this kind then no further authorised absences can be granted specifically for employment or extra-curricular activities.

The school will only grant authorised leave of this kind if there is considered to be no negative impact on the child's educational performance and that there is no evidence of under attainment or limited progress.

### **Celebrating Attendance**

The school will use the following system to reward pupils who have good or improving attendance.

1. Each week the class with the highest attendance will be presented with "Attendance Ted" to keep in their classroom for the week.
2. The class with the highest attendance will collect a picture for the attendance tally chart.



## Registers

- Registers by law must be kept for at least 3 years.
- Entries in paper registers must be in ink.
- All corrections must be visible.

Registers will be returned to the School Office after registration and by 9:00am in the mornings and 1:30pm in the afternoons.

## Register and Admission Roll keeping.

The legal requirements are found in:  
The Education [Pupil Registration] (England) Regulations 2006

## Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### 1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason and for holidays in term time.

### 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### 3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration
- Visits to secondary schools
- Visits to other schools that the pupil is considering moving to

## Attendance Codes

- /\ Present at registration  
B Educated off-site (not dual registration)  
C Other authorised circumstances (not covered by another appropriate)



code/description)

- D Dual registered (i.e. present at another school or at a PRU)
- E Excluded but no alternative provision made
- F Agreed extended family holiday
- G Family holiday (not agreed or sessions in excess of agreement)
- H Agreed family holiday
- I Illness
- J Interview
- L Late but arrived before the register closed
- M Medical or dental appointment
- N No reason for the absence provided yet
- O Other unauthorised (not covered by other codes or descriptions)
- P Approved sporting activity
- R Day set aside exclusively for religious observance
- S Study leave
- T Traveller absence
- U Late and arrived after the register closed
- V Educational visit or trip
- W Work experience (not work based training)
- X Untimetabled sessions for non-compulsory school-age pupils
- Y Partial and forced closure
- Z Pupil not on roll yet
- # School closed to all pupils

**Approved October 2018**

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**To be reviewed October 2019**



