

**HOLY TRINITY C E (A) PRIMARY SCHOOL**  
**Attendance Policy**

**Vision**

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

*1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.*

<b>POLICY</b>	Attendance Policy
<b>SOURCE</b>	HTS
<b>REVIEWED BY</b>	Reviewed and approved by Staffing, Curriculum & Spirituality Committee March 2012; March 2014; October 2015; October 2017; March 2018 Teaching, Learning & Ethos Committee Jun 2020
<b>APPROVED</b>	18.06.20
<b>REVIEW DUE</b>	Summer 2022

**Introduction**

Regular school attendance is a prerequisite of a good education and securing it is a priority at Holy Trinity School. The damage and disruption caused by poor attendance and lateness affects not only the individual pupil but also adversely affects other pupils and teaching staff.

It is the parent's responsibility and their legal duty that their child attends school/receives agreed education. The majority of parents impress upon their children the value of punctual and regular attendance. We seek to work in partnership with all parents to encourage such values. Through good communication the whole school community should have a clear understanding of the school's policy and expectations regarding pupil attendance.

**Legal Responsibilities**

The legal framework is set by the Education Acts and their associated regulations governing attendance. In summary once a child becomes a registered pupil at a school:

- Parents have a legal duty to ensure that their child attends school regularly and punctually.
- The Local Authority (LA) has a legal duty to ensure that the parents carry out this responsibility.
- The school has a legal duty to record absence of registered pupils in compliance of the regulations.
- The governing body has a legal duty to ensure that the school register is kept in accordance with regulations and must publish figures in the Annual Report to parents and the school prospectus.
- In exceptional circumstances such as Covid-19 pandemic normal attendance rules may be suspended and the school will follow DfE and WSCC guidance.

**Keeping of registers**

The register is a legal document and must be kept accurately and neatly. The register may be requested in a court of law as evidence in a prosecution for non-attendance. The register is a confidential document and care should be taken that information from it is not disclosed improperly to parents and children. The County instructions on register keeping are detailed clearly in its Attendance Registers.

The register should be completed by 9.00am in the morning and by 1.05pm in KS1 and 1.20pm in KS2 at the latest in the afternoon and sent immediately to the office both times.

Lateness is recorded in the register by entering the time the child arrived at school.

### **Absence from school**

Parents are expected to contact the school on the first day of the child's absence to explain the reason for the absence and to establish an expected date of return. Parents should also provide an explanation when their child arrives late for school. If a message is not received, the school office will contact parents directly on receipt of the class register.

Notes, records of telephone calls, and medical certificates should be kept with the register. These notes are archived at the end of each year along with the registers, they are kept for six years then destroyed. Such documents may be required in legal proceedings.

If the child arrives late, but before the register is sent to the office, teachers should enter the arrival time in registers **every** time so that we can see a clear pattern and inform parents of our concerns. Children must always report to the office if they have arrived after the register has been sent. All late arrivals are noted in the late book kept in the office.

Any particular concerns about a child (including attendance/punctuality) should be mentioned to the head or administration officer so that the Local Authority can be informed. The school follows LA guidance in attendance matters.

The registers are recorded electronically. A printout of attendance can be given to parents when necessary and attendance data forms part of the Annual Summary Report to Parents.

### **Request for Absence During Term Time**

The school and Governing Body consider that every day in school, in term-time, provides an essential and important learning opportunity for each individual pupil. We therefore expressly recommend that parents **do not** withdraw their children during school time for trips, holidays or visits etc as this will lead to loss of learning for their child.

**There is no entitlement to holidays in term time being agreed by the school.** The school will only consider authorisation of requests, in writing, that are made prior to the booking being made and with a letter of confirmation from an employer, or other relevant professional body, regarding fixed date holiday entitlement. If the school does not agree, your child's absence will be marked as "unauthorised" in the school register. Parents may be issued with a penalty notice for unauthorised absences by the school, Local Authority or police. (see appendix)

### **Legal Action**

If despite the best efforts of the school and the Education Welfare Service, a child is still not attending regularly, then court action may need to be considered by the LEA in order to try to move matters forward.

## Appendix

### Re: Withdrawal from Learning Request

Dear Parents and Carers

Some parents arrange family holidays, trips and treats during term time, which can lead to the following problems for your child:

- Your child's education suffers
- Lessons and extra-curricular activities are missed
- Continuity of learning is lost in all subjects, including topic and project work
- Often there is little opportunity for staff to find additional time to assist a child in 'filling the gaps' in their learning, on their return from holiday
- Classes and groups may be disrupted and other pupils may be affected
- Social interaction with friends is disrupted and reintegration can be difficult
- You may be in breach of your legal obligation to send your child to school

There is a common misconception that any pupil is allowed to take 10 days holiday during term time per academic year – this is not strictly true. Parents are allowed to request up to 10 days for leave of absence for an *annual holiday which **may** be authorised by the school.* (See Attendance Policy)

The school will only consider authorisation of requests, in writing, that are made prior to the booking being made and with a letter of confirmation from an employer regarding fixed date holiday entitlement. If the school does not agree, your child's absence will be marked as "unauthorised" in the school register. Parents may be issued with a penalty notice for unauthorised absences by the school, Local Authority or police.

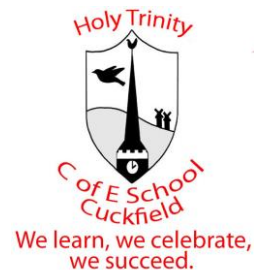
If you are unable to avoid arranging your annual holiday during term time, then a Withdrawal from Learning Request Form must be completed and submitted with a supporting letter to the office, prior to booking the holiday. A response will be sent with 10 working days of receiving the request. If your request is refused and your child is still absent from school, the absence will be recorded as unauthorised.

Any absence, authorised or unauthorised, can be damaging to your child's education, personal and social development. Please consider this matter very carefully before making a request for absence during term time. Thank you for your co-operation and understanding.

Yours sincerely

Mrs Ann MacGregor

# Request for Absence in Term Time



Pupils 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 per week.**  
 90% attendance represents **1 day off per fortnight.**

### How to use this form:

- Use for all absence other than sickness.
- **Return to the school before the date of requested absence.**
- **Use a separate form for each child and each absence.**

### Guidance:

- Absence for a holiday is discretionary, not an automatic entitlement. It can only be authorised by the Head Teacher.
- Absence for more than ten school days in an academic year will not be authorised unless there are very exceptional circumstances acceptable to the school.
- Absence will only be considered if one of the following is applicable:
  - Absence due to a family wedding excluding parents (please provide invitation)
  - Absence due to a funeral
  - Absence due to work rotation therefore unable to take holiday at any other time (please provide supporting letter from an employer).

### Parent/Guardian to complete this section:

Name of child:		Class:
Date of Birth:		
Dates requested:	Number of school days requested:	
Reason:		
Signed:		Dated:

### School Office to complete this section:

Attendance current year	%	<b>Green</b>	More than 95%	Satisfactory
Attendance previous year	%	<b>Amber</b>	85% to 95%	Needs improvement
Colour Code:	<b>Green</b> / <b>Amber</b> / <b>Red</b>	<b>Red</b>	Less than 85%	Unsatisfactory

### Head Teacher to complete this section:

Your request is approved and the absence as set out above is duly authorised.	The code placed in the register will be:	Annual Family Holiday (up to 10 days)	H
		Extended Family Holiday (10 days +)	F
		Religious Observance	R
		Educated Off Site	B
		Attending Interview	J
		Medical/Dental Appointment	M
		Other Authorised Circumstance	C
		Approved Sporting Activity	P

Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:

Reason:

Signed: